Information Services
Client Projects

UC Irvine Health

Skype for Business (SFB): Windows Desktop Instructions

Skype for Business (SFB), previously known as Lync, is an instant messaging client that is installed on all staff computers.
In addition to simple text based chat, you can connect via audio/video chat, group chat, and screen sharing.

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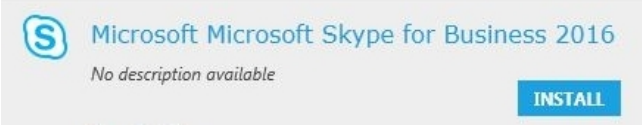
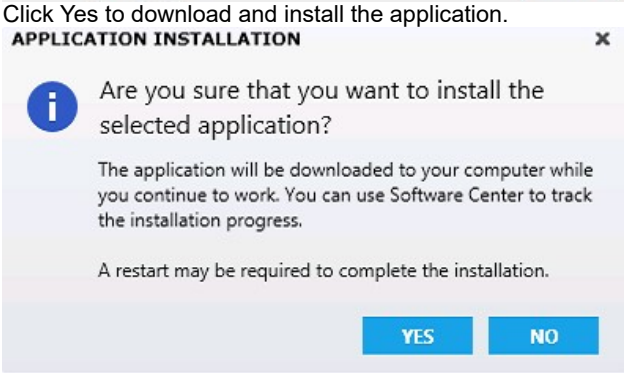
Installing Skype for Business

1. Navigate to https://intranet.ha.uci.edu/Pages/sccm.aspx and log in with your HS credentials if you are prompted.
2. Click on Microsoft Skype for Business 2016.

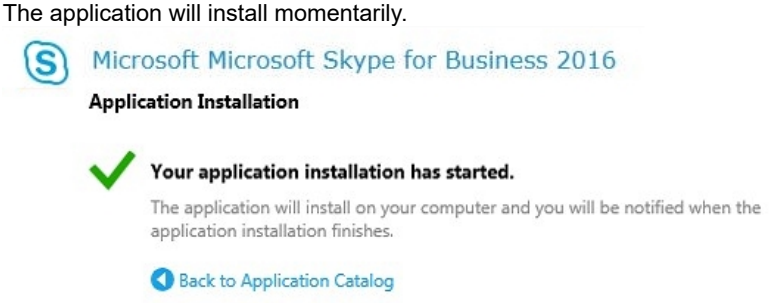
3. Click Install on the bottom right of the webpage.



4. Click Yes to download and install the application.



5. The application will install momentarily.



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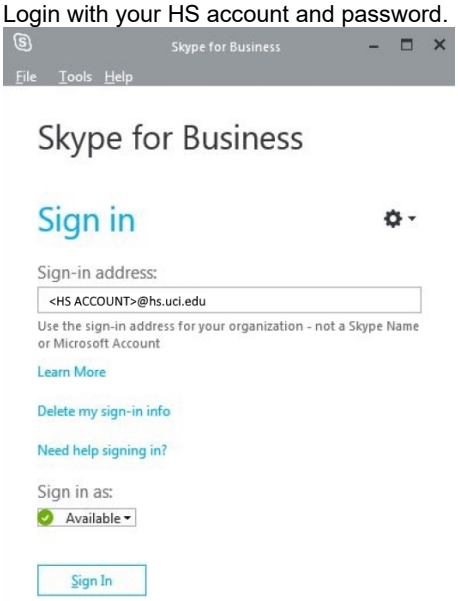
How to sign in

Login with your HS account and password.



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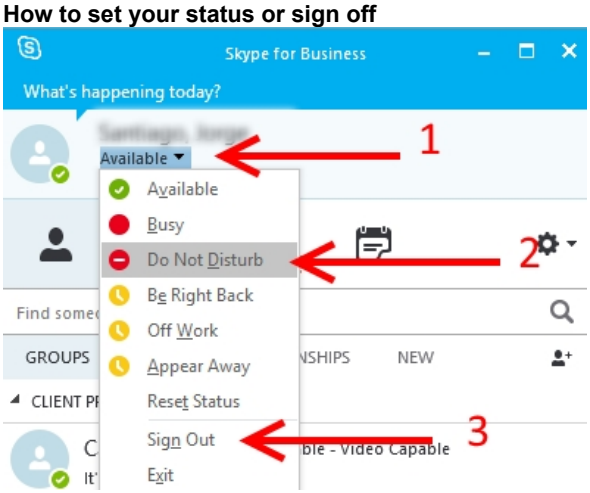
How to set your status or sign off



1. Click on the "Available" drop-down menu.
2. To pause your notifications select the "Do Not Disturb" option.
3. To log off from Skype select "Sign Out"

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Contact icon legend The color designation of a user's icon is based on not only their online activity but their Outlook Calendar events.

GREEN indicated that the user is AVAILABLE.
It may also include what options of communication are available for this user (i.e. Video Capable).

YELLOW indicates that the user is AWAY or INACTIVE.
In addition it will display an approximate time the user has been away/inactive.

RED indicates that the user is participating in a meeting or event.
It sets this color based on either the user's real-time chat/video event and/or the availability of the user's Outlook Calendar.

WHITE indicates that the user is OFFLINE.
In addition it will display an approximate time the user has been offline.

RED with WHITE LINE indicates that the user has set him self as DO NOT DISTURBE
In this state, the user will not receive any notification.

OUT OF OFFICE indicates the users is away from the office. This information is taken from Outlook when an away message is set.

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Instant Messaging (IM)

By double-clicking on a name in your contact list you will be presented with the CHAT window by default.

IM Options

The PAPERCLIP button will allow you send an attachment via your chat session.

The EXCLAMATION button will add an exclamation to the beginning of your message to bring attention to it.

The SMILE button will show a list of animated emojis you can add to your message.

The SEND button acts as a return command to send your message.

Press this button whenever you need to open a chat window.
By default, the CHAT button will be selected.

The CALL button is used to begin a voice dialog.
A microphone is required to use this feature.

The VIDEO button is used to open a video conversation.
A webcam and a microphone is required to use this feature.

The PRESENTATION button gives you the following options:
Desktop Sharing: Share of your desktop.
Program Sharing: Share of only a particular program already running on your workstation.
Power Point: Share a PowerPoint presentation that is running on your workstation.
Whiteboard: Use a virtual whiteboard for collaboration purposes.
Poll: Create a simple poll when connected to multiple users.
OneNote: Take private notes, or add shared notes that you can coedit with participants in a convenient, paperless way.
Attachments: Share a file within the users you are connected with.

The MORE button provides the following additional options:
Manage Recordings
IM Text Display Size
Change font...

The PARTICIPATION button will display the following:
List users you are currently connected with.
Provide an option to invite other SFB users to participate in either a
Group Chat / Group Video Chat / Presentation Session

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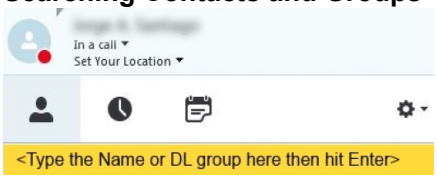
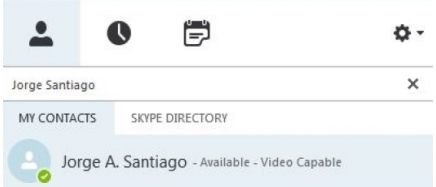
Searching Contacts and Groups

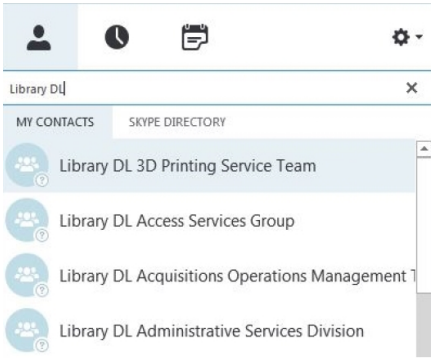


The search field located under your login information is used to add contacts or groups to your Contact List.

Finding People
As you type in your search the database will query your input and find the best match. You can search under the person's name or email address.
Double-clicking on a contact will add that contact into a chat window.
Right-clicking on a contact will give you the additional option to "Add to Contact List"



Finding Groups
As you type in your search the database will query your input and find the best match.
Double-clicking on a group will add all the names into a chat window.
Right-clicking on a group will give you the additional option to "Add to Contact List"
Doing so will designate the name of the list as a group in your Contact List and add all its members within that list.
Group are dynamic and their membership can only be changed by the owner. Adding a group to your contacts will now allow you to edit its members.



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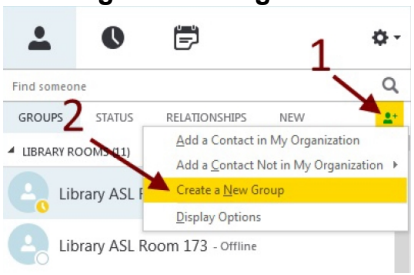
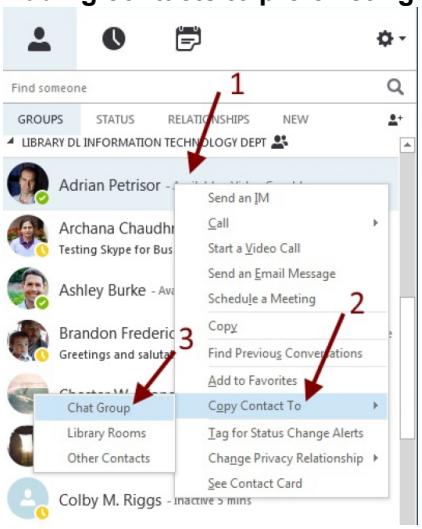
Creating and Editing Local Group ListsCreating a group list



1. Click on the "Person+" icon
2. Select "Create a New Group"
3. Name the group

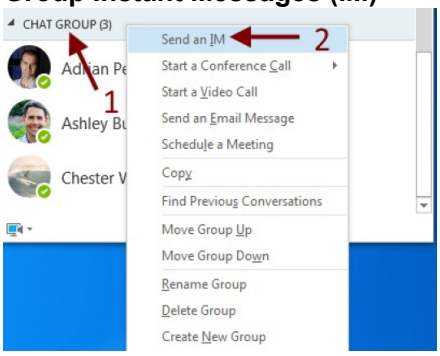
Note: The group will show up at the bottom of your contact list.
You can change the order by dragging a group.

Adding contacts to pre-existing groups



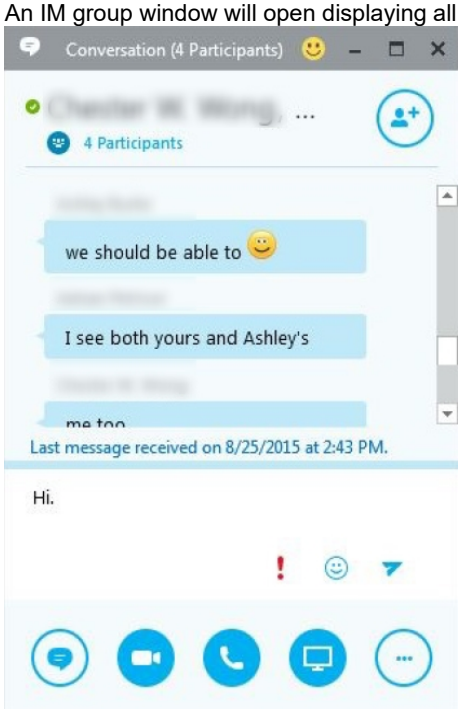
1. Right-click on the contact's name.
2. Select the option to "Copy Contact To"
3. Select the group name

Group Instant Messages (IM)



1. Right-Click on a group's name
2. Select "Send an IM"
   In this example I have 3 contacts in my group called "Chat Group".

3. An IM group window will open displaying all the participants including yourself



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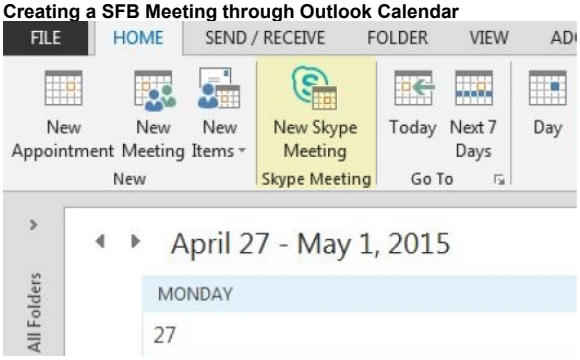
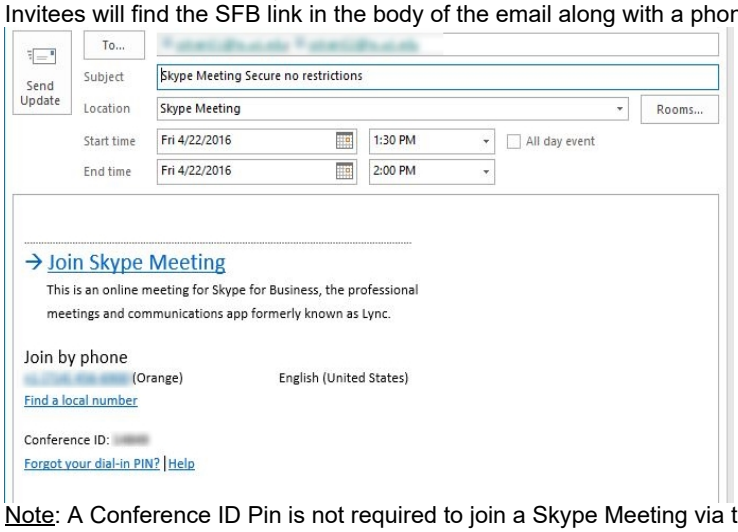
Outlook Meetings

Creating a SFB Meeting through Outlook Calendar

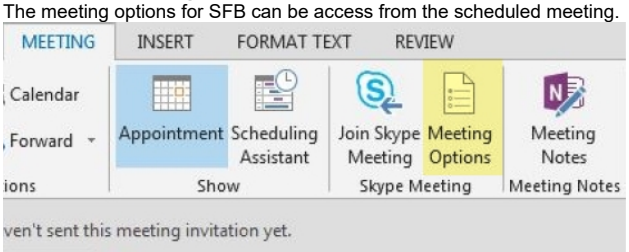


1. Open Outlook Calendar
2. In the HOME TAB click on the "New Skype Meeting"
3. Invite your attendees, time, location, and subject as normal
4. Click the Send when ready.
5. Invitees will find the SFB link in the body of the email along with a phone number to join by voice if no computer is accessible.

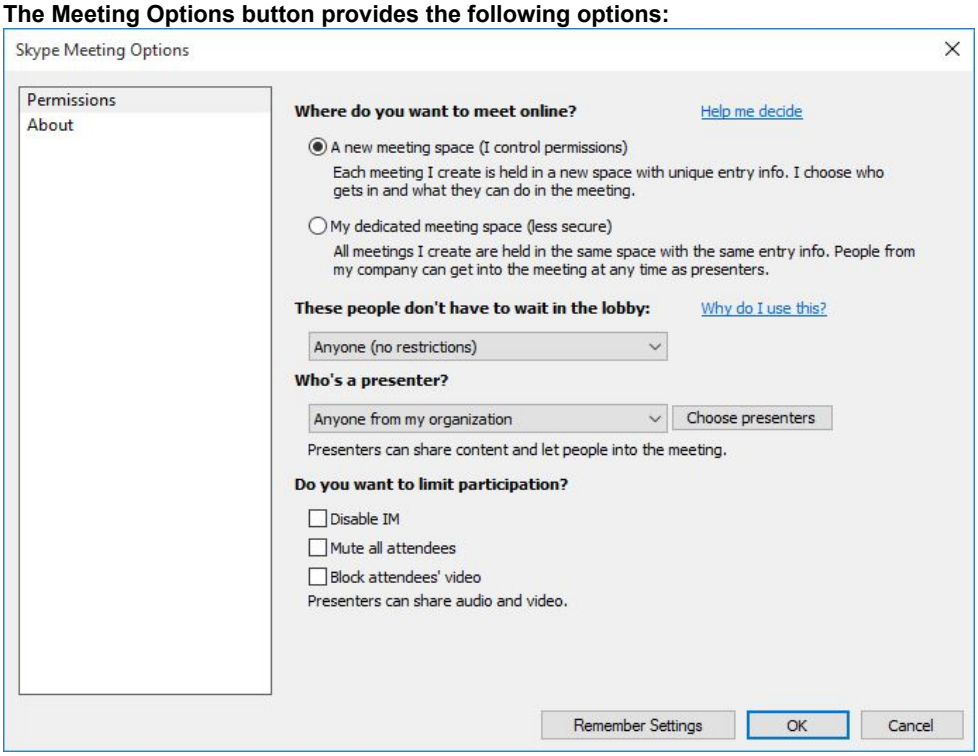


Note: A Conference ID Pin is not required to join a Skype Meeting via the application, the web, or by phone.

SFB Outlook Meeting Options
The meeting options for SFB can be access from the scheduled meeting.



The Meeting Options button provides the following options:



- Where do you want to meet online?
  To have more control over the meeting select: A new meeting space
  To give all attendees presenter-control select: My dedicated meeting space
- These people don't have to wait in the lobby:
  You can decide the people that can join right away or those that have to wait until the owner of the meeting connects.
  We recommend that you change these options for large meetings or when you have confidential or sensitive information.
  You can get more info here.
- Who's a presenter:
  The presenter has access to actions such as mute, volume, and disconnecting/connecting users.
  You can assign this access to other attendees.
  You can get more info here.
- Do you want to limit participation:
  You can enable these setting by clicking the checkbox.
  You can get more info here.

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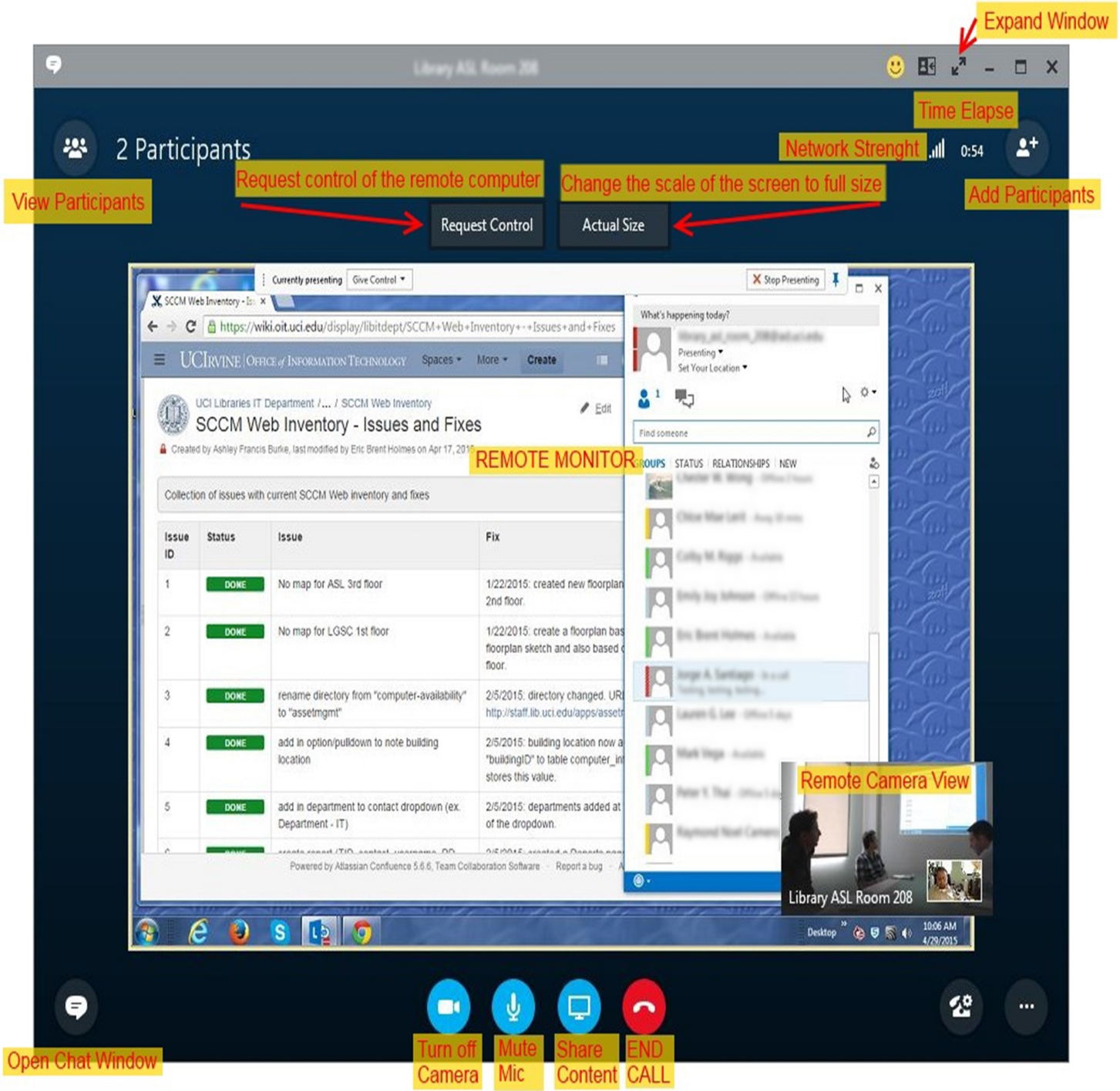
SFB Presentation

The diagram below illustrates all the option available during a presentation.