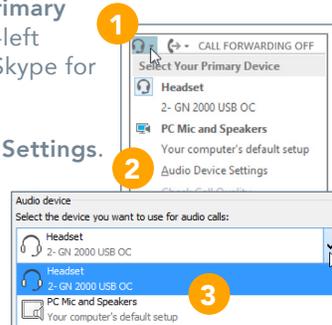


Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

1. Click **Select Your Primary Device** in the lower-left corner of the main Skype for Business window.
2. Click **Audio Device Settings**.
3. Pick your device from the Audio Device menu, and adjust the speaker and mic volume.



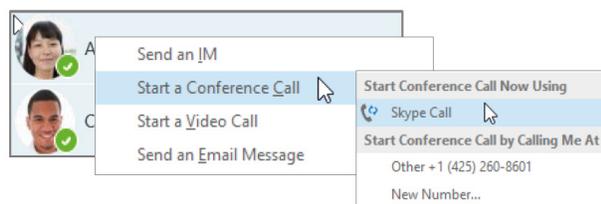
Start a call



1. Hover on a contact's pic until the quick menu appears.
2. Click the **Phone** button.

Start a conference call

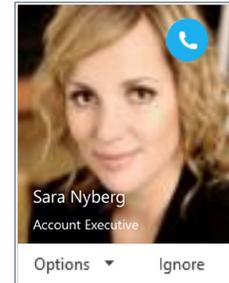
1. In your Contacts list select multiple contacts by holding the **Ctrl** key, and clicking the names.
2. Right-click any of the selected names, then click **Start a Conference Call**.
3. Click **Skype Call**.



Answer a call

When someone calls you, an alert pops up in the lower-right of your screen.

- » To answer the call, click anywhere on the photo area.
- » To reject the call, click **Ignore**.
- » To start an instant messaging (IM) conversation with the caller instead of an audio call, click **Options**, and then **Reply by IM**.



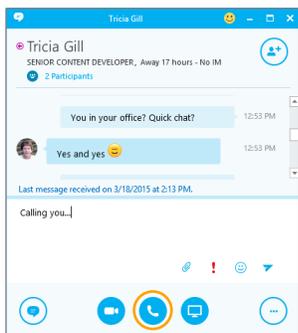
- » To reject the call and other calls, until you change your status click **Options**, and then **Set to Do not Disturb**.

Invite more people to a call

1. In the Meeting pane, click **+*** or, in the Participants pane, click **Invite More People**.
2. Select or multi-select (Ctrl-click) from your contacts, or type someone's name or phone number in the Search field, then select them from the results. Click **OK**. Your new invitees receive a request to join your call.

Add audio to an IM conversation

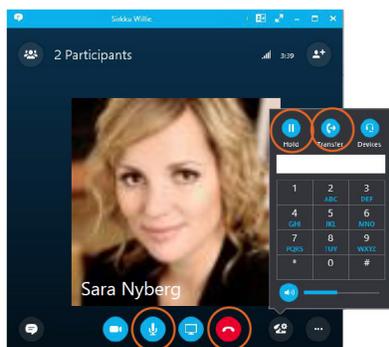
In the conversation window, click the **Phone** button.



Use audio call controls

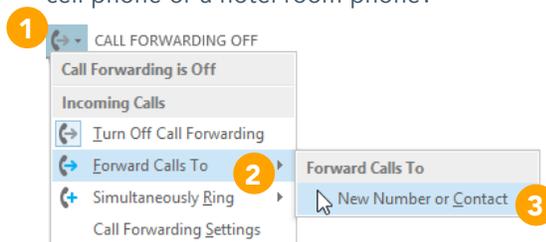
During a call, point to the buttons to do the following:

- » To put the call on hold, click the **Hold** button.
- » To mute your audio, click the **Mic** button in the conversation window.
- » If call transferring is available for your account, click the **Transfer** button, and select the number you want.
- » To hang up, click the **Phone** button in the conversation window.

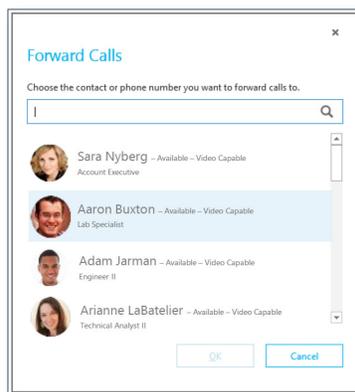


Forward your phone calls

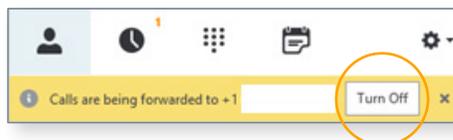
Want your calls to go to your Voice Mail or to your cell phone or a hotel room phone?



1. In the lower-left of the main Skype for Business window, click the **Call Forwarding** button.
2. Select **Forward Calls To**.
3. Select **New Number or Contact**. Choose a contact, or type a number in the Forward Calls field.



Turn off call forwarding



Which Skype should I use?

-  Skype for Business is for connecting with a co-worker or business associate.
-  Skype is for connecting with your grandma, or chatting with friends while gaming.