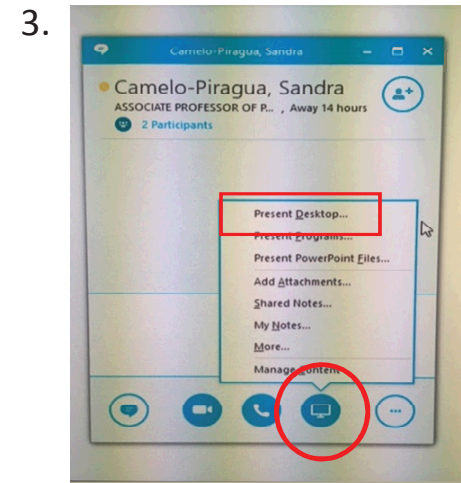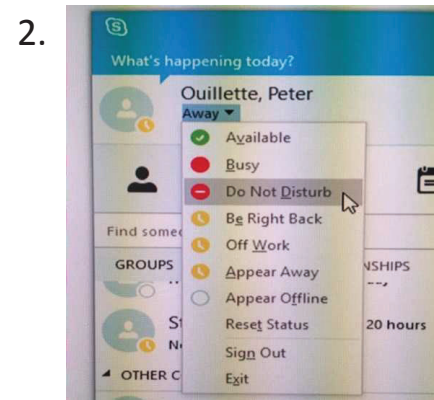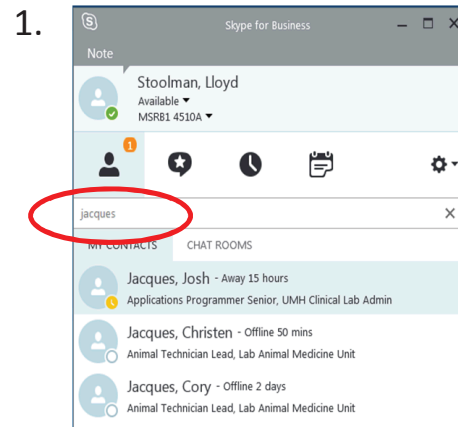# Skype for Business Quick Guide

1. Call the other person on a regular phone line.

2. In Skype for Business, type name of person you wish to skype call in the field (red circle, image 1).

    1. NOTE! If this is the first time you've accessed Skype, there may be a delay while the Exchange server works in the background.

3. NOTE: The recipient's status should NOT be "Do not disturb." Sharing desktop will fail. Sharing desktop will work if the other person's status is "Available," "Busy," or "Away." If they need to change it, they will have to open Skype for Business on their end and click their name as shown. See image 2.

4. DOUBLE-CLICK the person's name.

5. Window pops open. See image 3.

6. Click the "monitor" icon (circled).

7. Click "Present Desktop." (red rectangle)

8. Follow prompts.

9. Other person needs to click the Skype popup on their screen to accept the share.

10. Gold border should appear around your monitor if you are successfully presenting.

1.

2.

3.

Tips:

1. Don't click the video camera or phone icons unless you know the other party has a webcam and suitable speakerphone.

2. Open Skype for Business on the PC you expect to share your desktop from **before** the need arises.

3. Populate your Skype for Business with contacts, so they are easy to find.

4. **Practice** sharing your desktop with a colleague.

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Date: 25 Feb 2021 Owner: POUILLET   Vault: PI-rel

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All dates and times are in Eastern Time Zone.

Review - PI-DIGPATH-J-0002

Collaboration

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Name/Signature	Title	Date	Meaning/Reason
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