

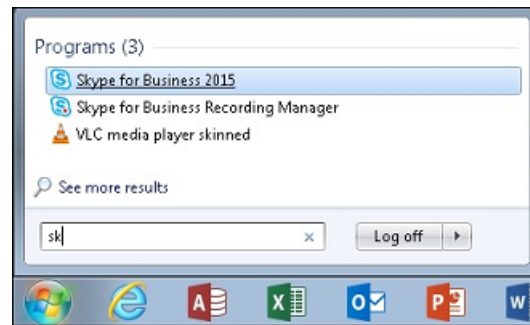
Skype for Business is available for all RSCCD employees.

Skype for Business (previously known as Lync) can be used for instant messaging, making internet calls, group chat, video conferencing, remote desktop sharing, and a lot more. You can also communicate with other Skype users by searching for their Skype ID @skype.com. Please note that some organizations do not allow these types of communications to occur outside of their network.

Getting Started

The Skype for Business software is installed with Microsoft Office 2013 and 2016. iOS and Android clients are also available.

To start Skype for Business on your Windows PC, press the start menu and start typing **sk** as shown below. Launch the **Skype for Business 2015 or 2016** application. If necessary, supply your email address and network password, and click **Sign in**.



Don't have Office 2013 or 2016? [Please contact the Help Desk](#) to request an upgrade.

Using Video Conferencing

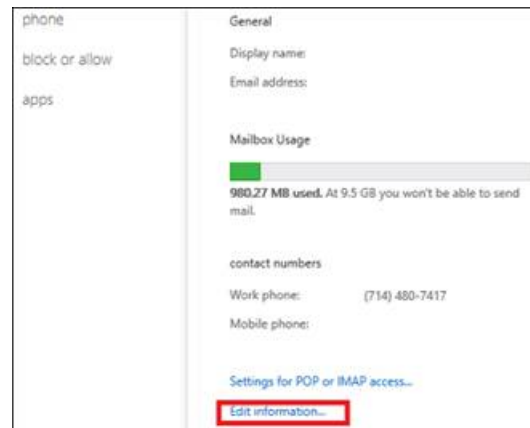
Many laptops, iPads, Android tablets, and smart phones have built-in cameras. These devices will allow you to do live video conferencing.

If you would like to add an inexpensive USB camera to your desktop PC, we recommend the following: Logitech c310 HD Webcam, which can be purchased from a variety of retailers for under \$60.

Add a Photo

We also encourage you to add your photo into **Outlook Web App (OWA)**. Choose a square photo for best results. This same photo will be used by Skype for Business.

1. Log into web mail by [clicking here](#).
2. Click the **settings gear** in the upper right corner, then choose **Options**.
3. Select the **Edit information** link.
4. Click the **Change** button, then select **Browse** to select a photo from your computer.



More Information

This YouTube video describes the many features within Skype for Business:
https://www.youtube.com/watch?v=7_c4zVJ739M&feature=youtu.be.