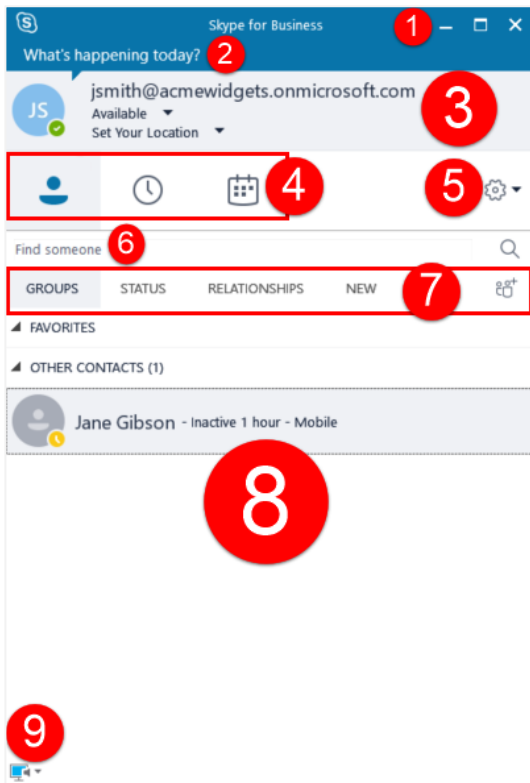velsoft

Microsoft Skype for Business 2016

Interface Overview

1. From left to right, these commands will minimize, maximize, and close the Skype for Business window.

2. Enter a personal note in this field if you like. (See Topic C for more information.)

3. This area displays your profile picture, name, status, and location.

4. Use these buttons to view contacts, conversation history, or meetings.

5. Click the cog to open the Skype for Business – Options dialog box, or click the drop-down arrow to access the settings menu.

6. Use this field to search for contacts.

7. Click these tabs to change how contacts are displayed.

8. The contents of the current view will be displayed in the main window.

9. Click this button to quickly access device settings.

## Customizing the Contacts View
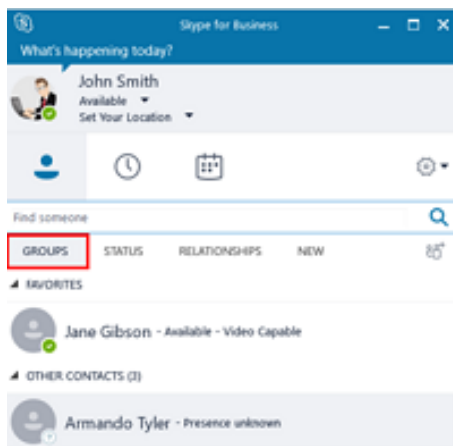
- The default view is Groups

- The Status view organizes all of your contacts based upon their current status

- The Relationships view organizes all of your contacts based upon the privacy relationship assigned to them

- The New view shows other contacts who have added you to their Skype for Business list

Changing Skype for Business Options

To open the Skype for Business – Options dialog, click the cog drop-down arrow → "Tools → Options:" You can also simply click the cog icon.

The categories are as follows.

- **General:** Contains settings for the conversation window, Improvement Program, and event logging.

- **Personal:** Change your account settings, customize Skype for Business integration with Microsoft Exchange and Outlook, and modify location and image settings.

- **Contacts List:** Customize contact display.

- **Status:** Control when your status changes automatically.

- **My Picture:** Show, hide, remove, or change your picture.

   Phones: Change the phone numbers associated with your Office 365 profile.

- **Alerts:** Customize when Skype for Business notifies you.

- **IM:** Customize instant messaging features, including emoticons and tabbed conversations.

- **Ringtones and Sounds:** Choose when to play sounds, and the ringtone for Skype calls.

- **Audio Device:** Select and customize the device you want to use for audio calls.

- **Video Device:** Select and customize the device you want to use for video calls.

- **File Saving:** Set the default location for incoming file transfers.

- **Recording:** Change recording quality and file location.

- **Skype Meetings:** Customize meeting preferences.
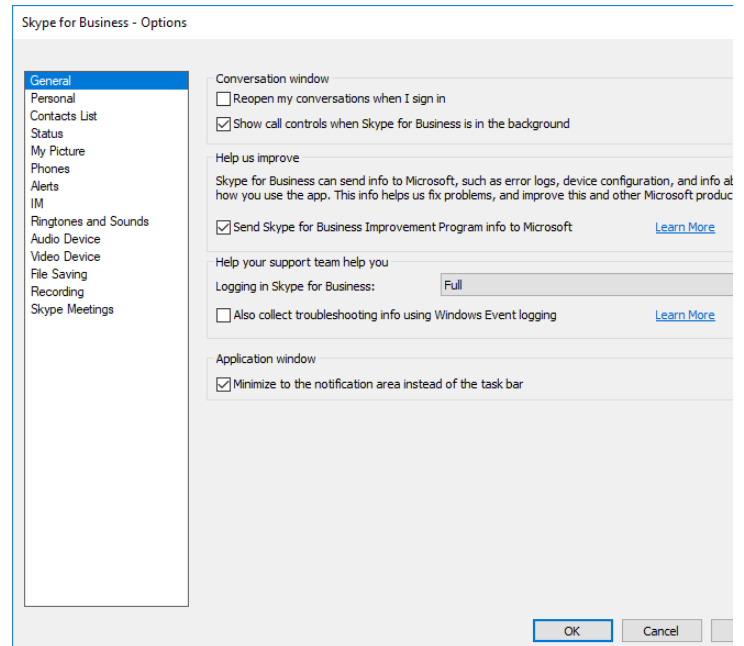
Showing/Hiding the Menu Bar

The Show Menu Bar, under the cog drop-down menu, when enabled will show a menu bar at the top of the Skype for Business window. You can toggle this option on or off as desired.