

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

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	Call Forwarding <u>Settings</u>		

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	Sara Nyberg – Available – Video Capable Account Executive	
2	Aaron Buxton – Available – Video Capable Lab Specialist	
25	Adam Jarman – Available – Video Capable Engineer II	
0	Arianne LaBatelier – Available – Video Capable Technical Analyst II	Ŧ

Turn off call forwarding



Which Skype should I use?

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



Audio setup and making calls

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.

Audio device

Headset 2- GN 2000 USB OC

> PC Mic and Speakers Your computer's default setup

Select the device you want to use for audio calls:

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

Start a call



. Hover on a contact's pic until the quick menu appears.

CALL FORWARDING OFF

Select Your Primary Device

2- GN 2000 USB OC

PC Mic and Speakers Your computer's default setup

Audio Device Settings

Headset

2. Click the **Phone** button.

Start a conference call

- In your Contacts list, select multiple contacts by holding the **Ctrl** key, and clicking the names.
- Send an IM Start a Conference Call Start a Video Call Send an Email Message Start Conference Call by Calling Me At Other + 1 (425) 260-8601 New Number...
- 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**.



Options 🔻 Ignore

Invite more people to a call

1. In the Meeting pane, click



Invite More People

 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.

