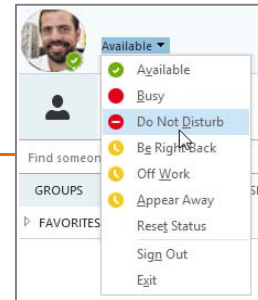















## Your virtual office door?

Presence is automatically set based on your Outlook calendar but you can change it temporarily if you want to. Presence status is a quick way for other people see whether or not you're free to chat. Here are the presence settings you can change



### If your presence is:

-  Available \*
-  Be Right Back \*\*
-  Away \*, \*\*
-  Off Work \*\*
-  Busy \*, \*\*
-  In a call \*
-  In a meeting \*
-  In a conference call \*
-  Do Not Disturb \*\*
-  Presenting \*
-  Out of the office
-  Offline \*
-  Unknown

### It means you are:

- Online and available
- Away from your computer briefly
- Logged on, but have been away from computer for a period of time.
- Not working or not available
- Hard at work and shouldn't be interrupted
- In a Skype for Business call (two-party call)
- In a meeting (using Skype for Business or Outlook)
- In a Skype for Business conference call (Skype meeting with audio)
- Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.
- Giving a presentation
- Set to OOF in your Outlook calendar
- Not signed in
- Presence can't be detected

\* Set automatically for you based on your keyboard activity or Outlook calendar.

\*\* You can set your presence to this anytime you want.

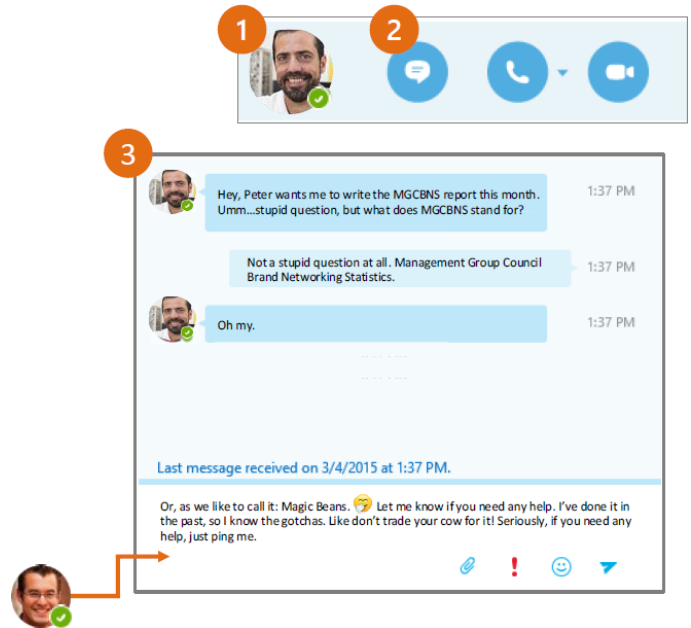
## Send an instant message

Use instant messaging (IM) to touch base with your contacts right away.

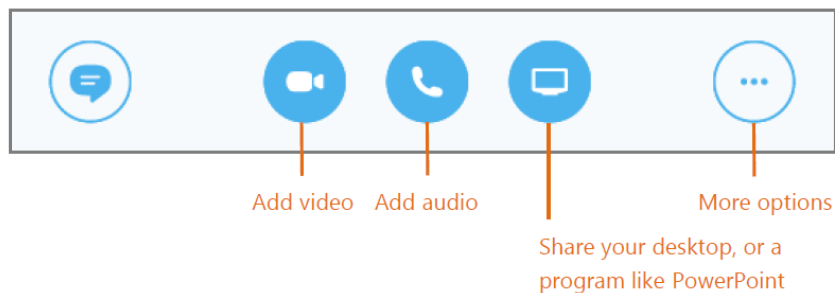
1. In your Contacts list, point to the contact you want to IM.
2. Click the IM button
3. Type your message and press the Enter key on your keyboard.

Need to add someone to the IM?

From the main Skype for Business window, drag a contact pic onto the IM window.



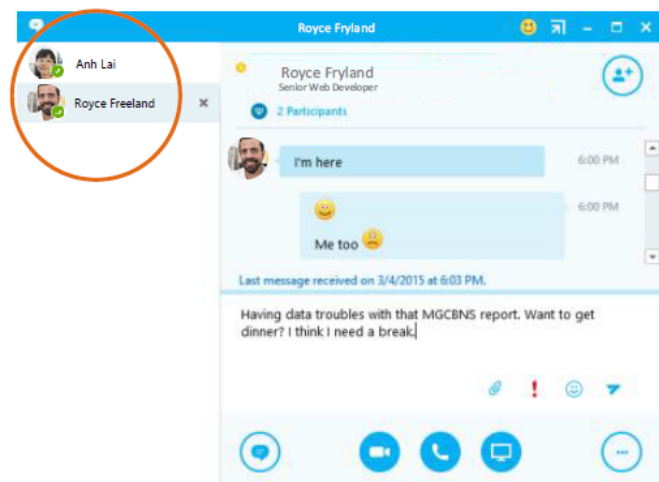
## Add audio, video and share files in an IM conversation



## Switch between conversations

If you have several conversations or meetings going on at the same time, Skype for Business displays them all in one place, so you can toggle between them.

Click a tab on the left to view an IM conversation.



## Find a previous IM conversation

If you use Outlook and Exchange, Skype for Business automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

1. Click the Conversations tab.
2. Click the **All** or **Missed** tab. If you don't see the conversation you're looking for, click **View More in Outlook** at the bottom of the list.
3. Double-click the conversation that you want to open.

