

**This is the main window.** It's where your contacts are listed--so it functions as the hub of all of your Skype for Business activities.

Have something to say—like “On  
vacay tomorrow, catch me with  
questions today” or “Our Sales  
Team rocks!”? What you type here  
will appear in your contact listing  
for others to see.

Set your presence indicator in  
the Available dropdown if, say,  
you're working on a project and  
don't want to be disturbed.

Search bar—this is where you  
search for people inside your  
organization or within the vast  
Skype directory. You can also  
search for group names here.

This is a user-created group

Hover over a contact's pic  
to access the quick menu.

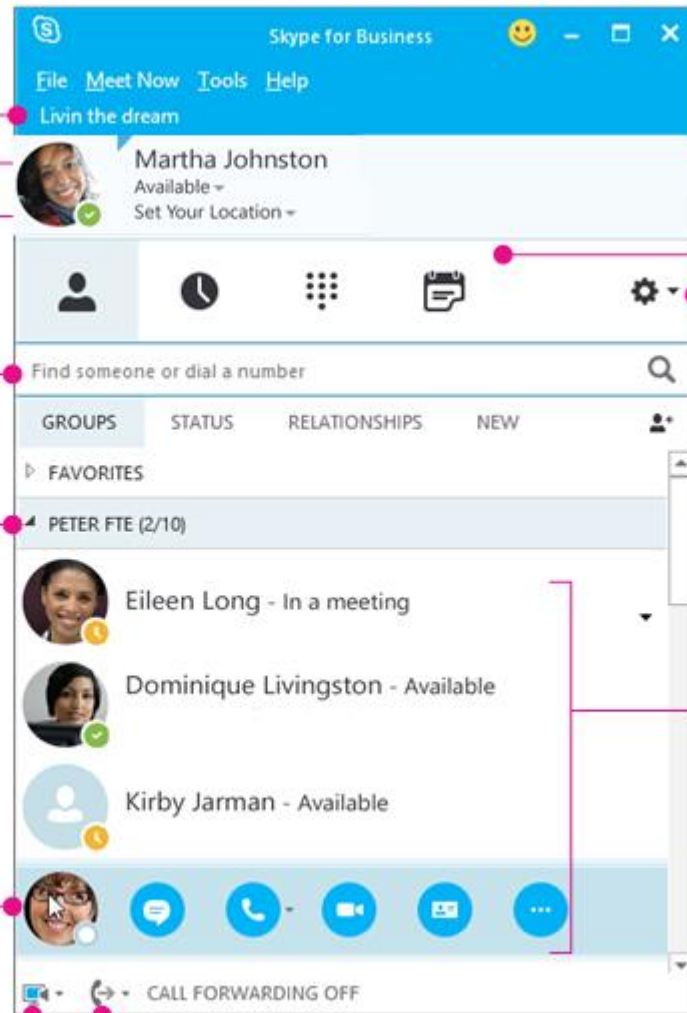
Devices  
quick menu


Call quick  
menu

Tabs for seeing  
contacts,  
conversations,  
the dial pad, and  
your meetings

This is the  
settings menu

These are all  
your groups  
and contacts



If you click the IM button , you'll get the conversation window.

**Tip:** You can also just double-click a contact's picture to open the conversation window and start an IM.

This is the conversation (IM) window.

The screenshot shows a Skype for Business conversation window titled "Martha Johnston". The window includes a header with the contact's name, title ("SENIOR ANALYST, Available"), and a "2 Participants" indicator. The main area displays a chat history for "Friday, March 6, 2015" with three messages. The bottom section features a text input field with the text "Maybe" and a smiley emoticon, along with icons for attaching files, marking as important, adding emoticons, and sending. A bottom toolbar contains icons for window management, video call, audio call, desktop sharing, and a menu.

This is who you're IMming with

Add another contact to this conversation

This is their side of the conversation

This is where you write your responses. Press **Enter** to send.

Attach a file, stress importance (!), or add an emoticon

Shrink this window

Start a video call, audio call, or present your desktop or a program

Open the Recording manager, change the font or font size, or get help

Skype for Business has three main windows. Let's take a look.

# Skype for Business

Click the happy face to add emoticons to your IM.



## And this is the meeting

Here's who's in the meeting, and whether or not they are muted, IMming, or presenting.

Need to pull in more people?

If you're leading the meeting, go here for audience-wide control—mute them, turn off IM, and more.

People in the meeting can IM here

This is where you write your responses. Press **Enter** to send.

The screenshot shows the Skype for Business meeting interface. At the top is the 'PARTICIPANTS' panel, which lists three presenters: Silas Lohr, Mae Holt, and Jonathon Lunn. Each name is accompanied by icons for chat, mute, video, and screen sharing. Below the list are two buttons: 'Invite More People' and 'Participant Actions'. The main area is the 'CONVERSATION' panel, which is currently empty. At the bottom is a text input field with a vertical cursor, and below it are icons for attachments, a warning sign, emojis, and a send button.

This screenshot shows a smaller view of a Skype for Business meeting window. The title bar indicates 'Conversation (3 Participants)'. The main content area displays a presentation slide titled 'Event Budget for Sales Meeting Boonoggle 2015'. The slide includes a table with columns for 'Category', 'Actual', and 'Budget', and a bar chart showing two bars. The bottom of the window features a toolbar with icons for chat, mute, video, and call.

Skype for Business has three main windows. Let's take a look.

# Skype for Business

Conversation (3 Participants)

3 Participants

Open/close the meeting roster

Another way to invite more people while the meeting is happening

Someone is presenting Excel

Hide/show the IM pane

Click here to turn on your camera, mute/unmute your mic, present your desktop or a program, or hang up.

Hold, transfer, device selector, and call/meeting volume control

Record the meeting, get to help, and more

Event Budget for Sales Meeting Boondoggle 2015  
Profit - Loss Summary

	Estimated	Actual
TOTAL INCOME	\$1,936.00	\$1,831.00
TOTAL EXPENSES	\$850.00	\$300.00
TOTAL PROFIT	\$1,086.00	\$1,531.00

ESTIMATED

- TOTAL INCOME
- TOTAL EXPENSES

TOTAL PROFIT

DASHBOARD EXPENSES INCOME