

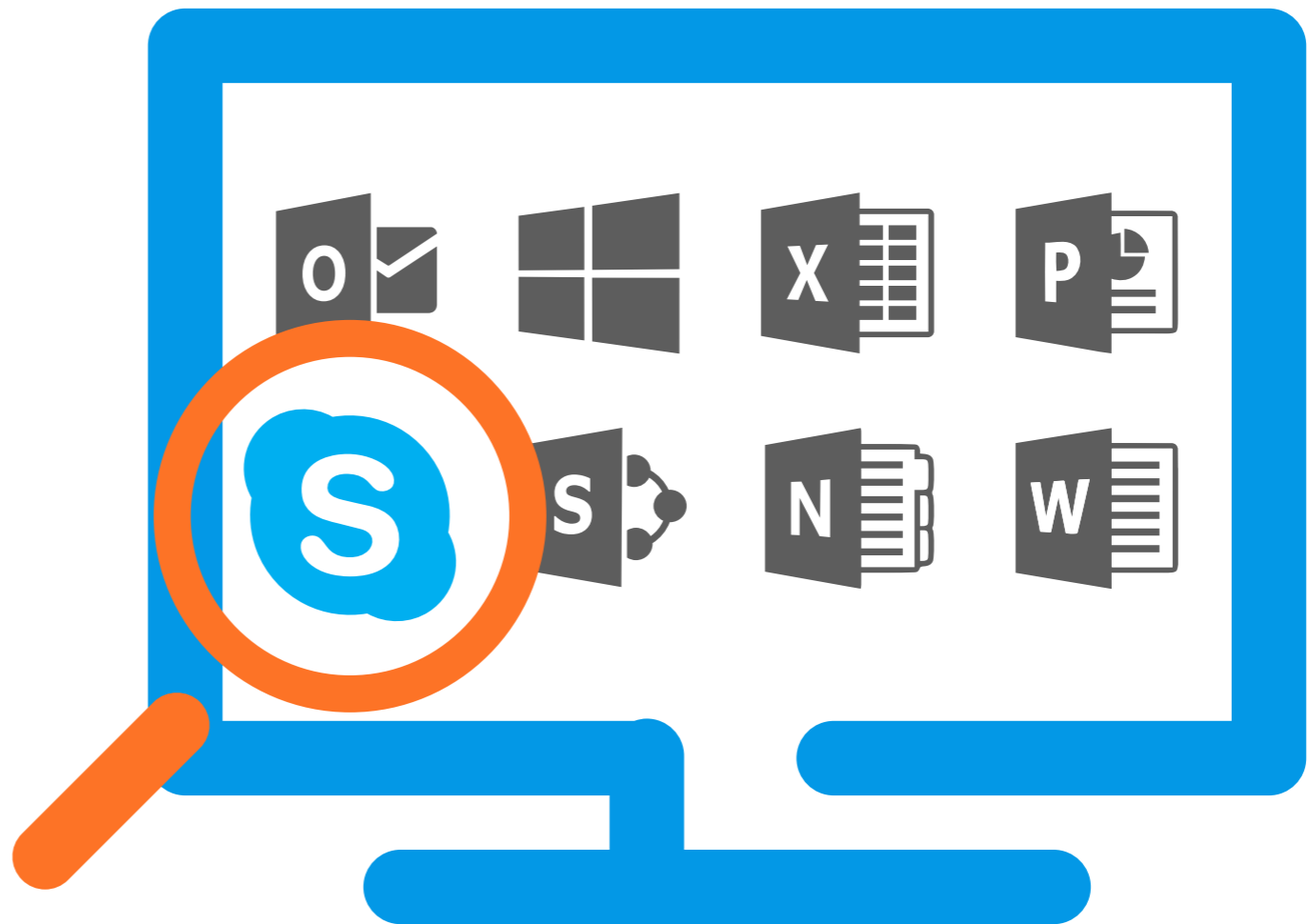


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# Tutorial: Microsoft Skype for Business™

Microsoft Skype for Business™ merges telephony and information technology at your workplace. Your team is only a mouse-click away at any time. This tutorial will demonstrate how to optimally use this application with your colleagues. In addition to basic functions such as chat messages and calls, you will also discover how to jointly edit documents. You will become fully familiar with Skype video conferences and presentations, and learn how to use them for documentation and knowledge management purposes within your team.

You do not require any previous knowledge to extract the most from this tutorial. It will take approximately one hour to complete.

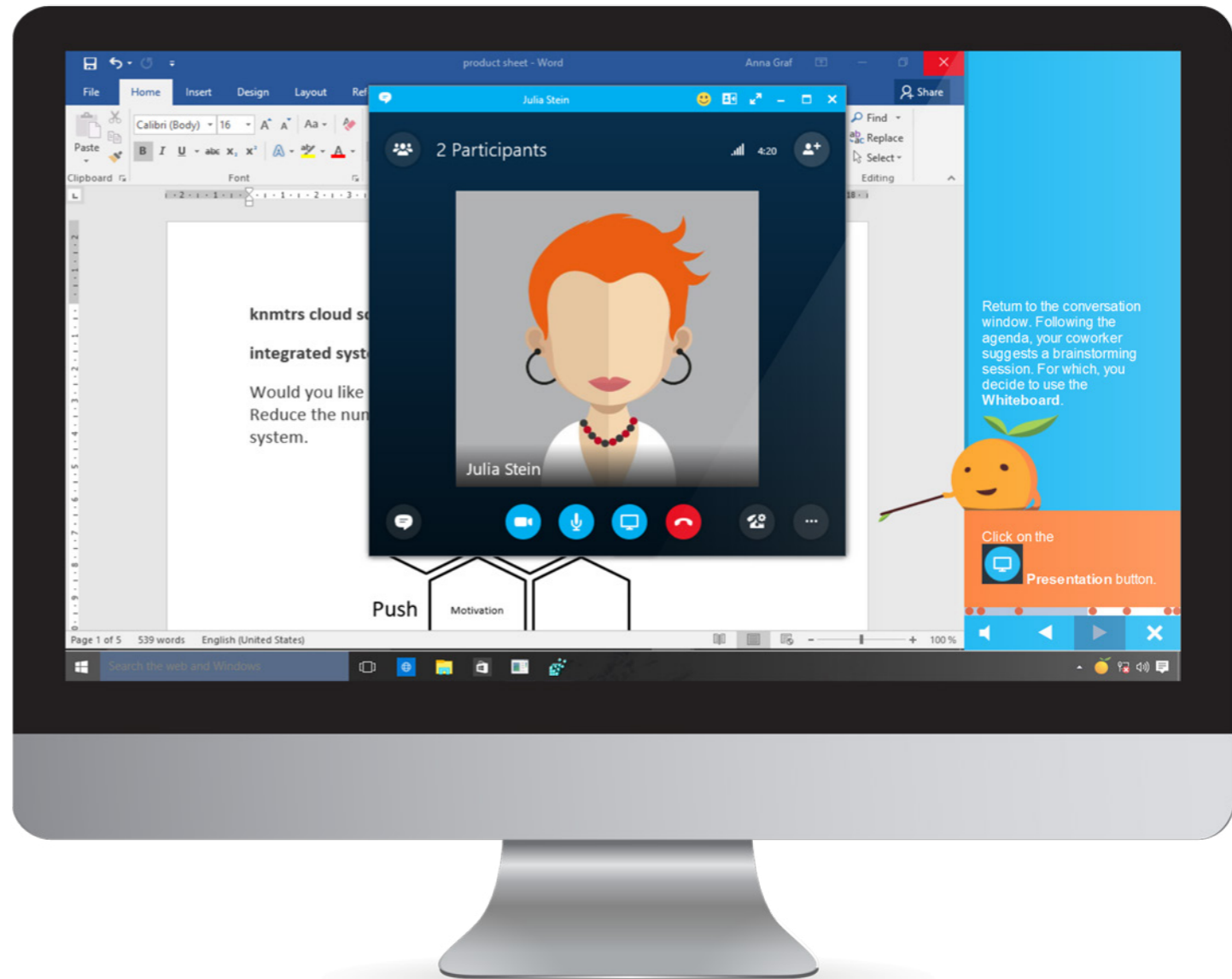




# Lessons on Microsoft Skype for Business™

## Navigation

- **User interface:** Discover how to navigate through Skype and organize your contacts in a variety of ways.



# Lessons on Microsoft Skype for Business™

## Conversations and calls

- **Chat messages:** Covers everything from simple conversations right up to the survey tool. This lesson demonstrates how to carry on a conversation – either one or several simultaneously – with two or more participants. And you will learn how to create a survey.
- **Conversations:** Discover how to communicate within a group per video, audio and chat. Find out how to accept calls, use chat messages during a video call and conduct video conferences with several participants.

## Working together

- **Teamwork:** This lesson deals with documents, whiteboards and PowerPoint presentations. You will discover how to view and edit a document together, use the whiteboard and give a PowerPoint presentation via Skype.
- **Recordings:** Learn how to record your video conference. Discover how to record and save a video conference or presentation, adapt the recording and publish a recorded presentation.





### Languages

The tutorial is available in the following languages:

- ✓ English
- ✓ German
- ✓ French
- ✓ Spanish
- ✓ Dutch
- ✓ Italian
- ✓ Other languages available upon request

### System requirements

- Processor: above 1.0 GHz (1.5 or higher recommended)
- RAM: at least 512 MB (1 GB or higher recommended)
- Screen resolution: at least 1366x768 (or higher), 16-bit color depth
- Multimedia hardware: 16-bit sound card, along with loudspeakers or headphones
- Operating system: Windows Vista, Windows 7, Windows 8/8.1 or Windows 10
- Browser: Internet Explorer 9, 10, 11 or Edge (tested up to Edge 25), Firefox 45/46, Safari 9.1.1, Chrome 50 (due to security reasons, no local content can be played under Chrome), JavaScript activated

We're happy to help!

### tts

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