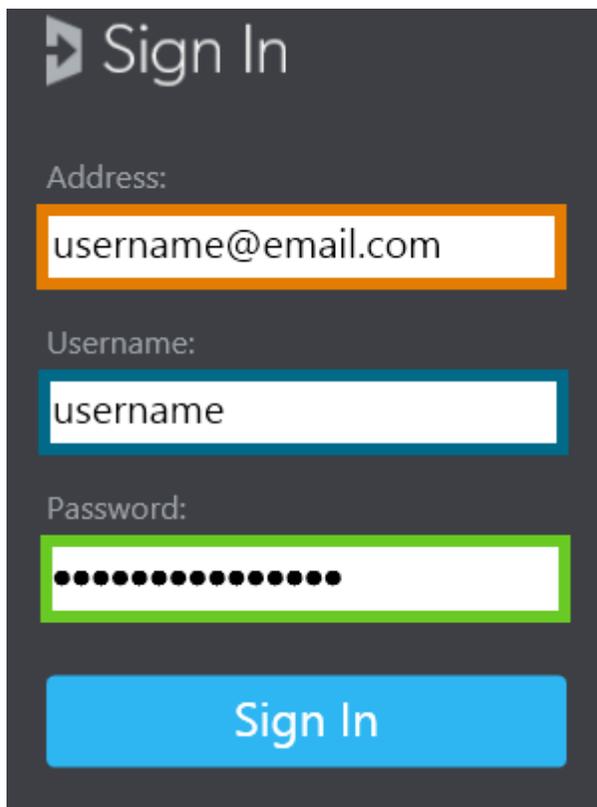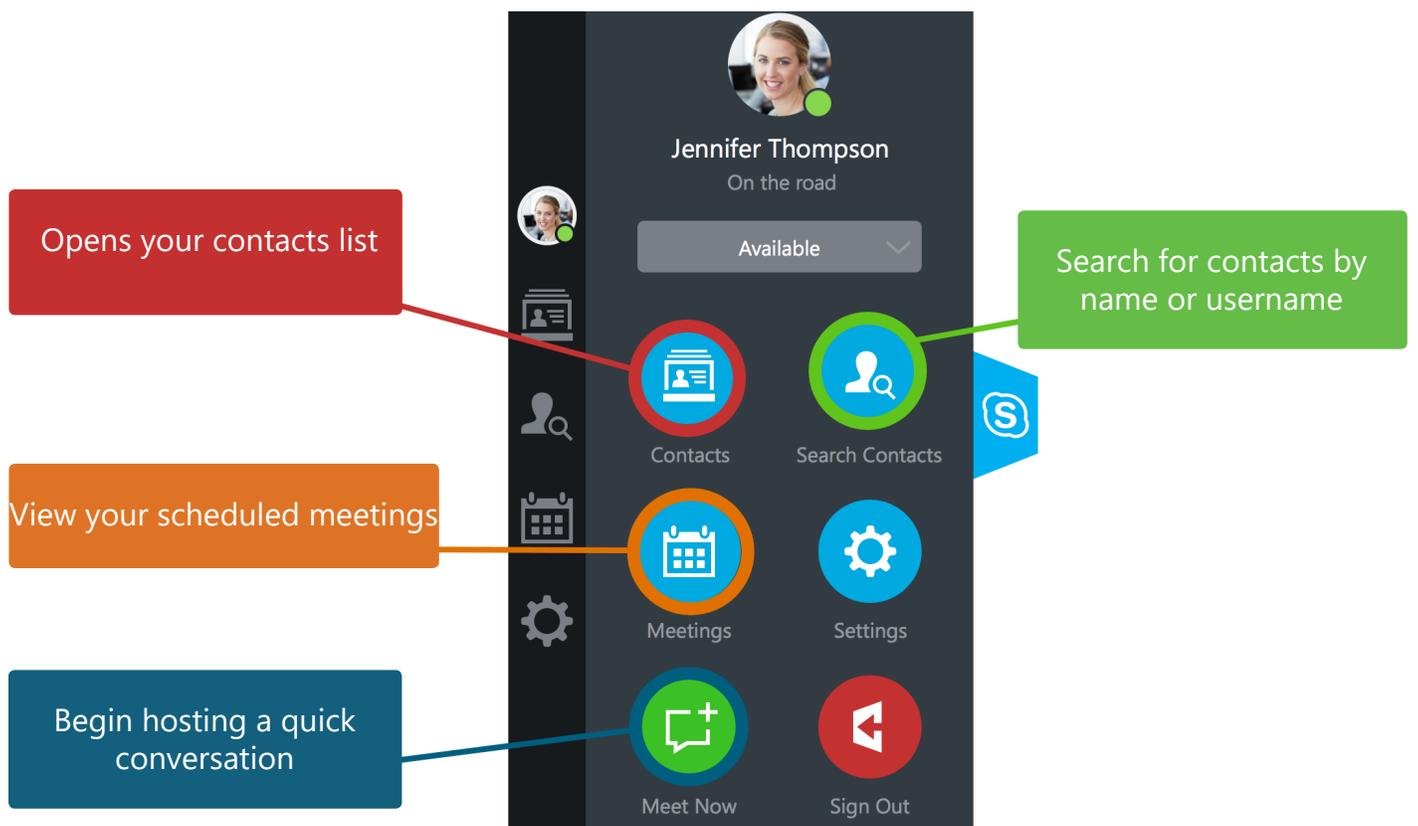# Skype for Business Quick Guide

PRYSM®

Sign In

1. Tap or click the Skype for Business tab to open or close the menu.
2. Enter your Skype for Business e-mail address.
3. Enter your Skype for Business username.
4. Enter your Skype for Business password.
5. Select the **Sign In** button.

Profile Panel

Opens your contacts list

Search for contacts by name or username

View your scheduled meetings

Begin hosting a quick conversation

Jennifer Thompson
On the road
Available

Contacts
Search Contacts
Meetings
Settings
Meet Now
Sign Out

PRYSM®

Meet Now

① Select the Meet Now button from the Profile panel

② Select your contact to open the add button

③ Select the add button to invite a contact into a conversation

The conversation window below opens in Synthesis

Skype for Business — 2 Participants

Start audio/video

Open broadcast zone

Start chat

Select to toggle between portrait and landscape views

These buttons are mimicked in the Skype for Business Side Menu

Skype for Business Quick Guide

Meetings

Mon, 10/19 10:00AM **(4 mins late)**
Meeting Title

Mon, 10/19 1:30PM
Meeting title that wraps to a second line

① Select the calendar from the side ribbon or Profile panel

② Select to join a scheduled meeting

Notifications

Incoming Conference Call

Robert Hilman

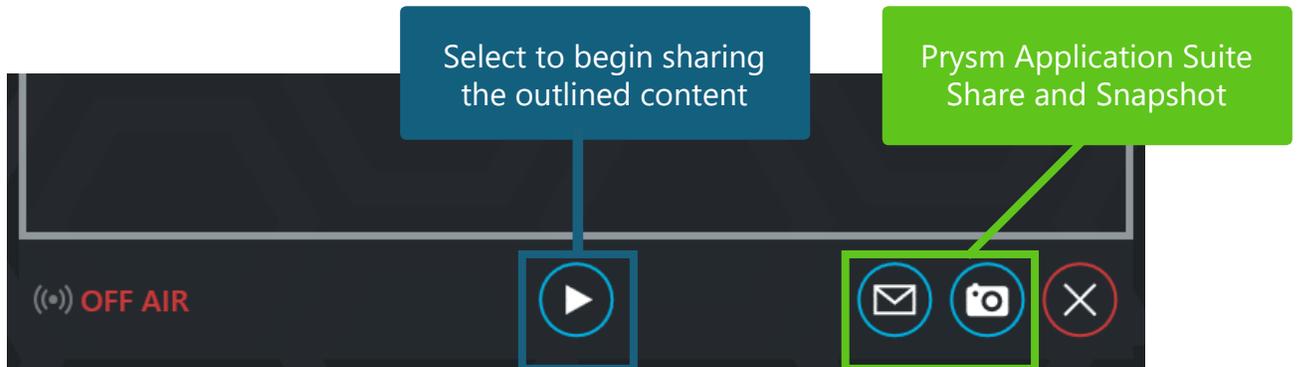Answer call with video

Answer call with audio

If the Skype for Business panel is closed, the tab will subtly flash to signify that you have an incoming call

Decline call

This icon will appear as an option only if a conversation is already in progress and will invite the new caller into the current conversation

PRYSM®

Broadcast Zone

Open by selecting the Share Screen button from the conversation window

Select to begin sharing the outlined content

Prysm Application Suite Share and Snapshot

((•)) OFF AIR

Settings

Open by selecting the Settings button on the Profile panel or side menu

Lists the camera in use

Camera:

Logitech HD Pro Webcam C9...

Lists the audio device in use

AudioDevice:

DELL P2715Q-4 (NVIDIA Hig...

Adjust the output volume from calls

Speaker Volume: