Skype for Business Quick-Start Guide

Opening Skype for Business
On Windows, this can be found under the Start Menu > All Programs > Microsoft Office > Skype for Business. On Mac, you can find Skype for Business in the Launchpad.

Sign into Skype for Business
Use your MUN credentials to log in.

Adding Contacts
You can search for contacts within MUN by typing their name or email address in the Find someone or a room box. When you’ve found who you’re looking for, right-click their contact and select Add Contact.

Instant Messaging
If you’d like to IM one of your contacts, click on their profile photo and select the conversation bubble icon.

Video Call
Use this option to start a video call. This requires a microphone and a camera.

Present
This icon is used when you’d like to present. This allows you to share your entire computer screen, or just a single program, such as PowerPoint.

Call
Use this when you want to give your contact a call. This only requires a microphone.