

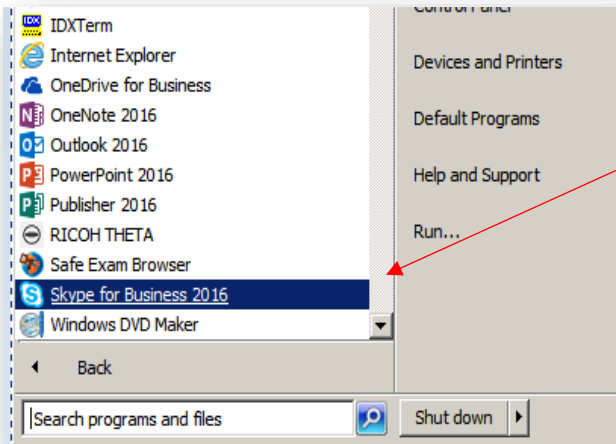
What is Skype for Business?

Skype for business is a communication tool that allows CHS employees the ability to use instant messaging, connect internally and externally, share files, share desktop views, record meetings and present PowerPoints. Skype for business is securely hosted by CHS administrators. Skype for Business allows you to create Group lists: Contacts from other organizations using Skype or personal Skype accounts can be added to the group list.

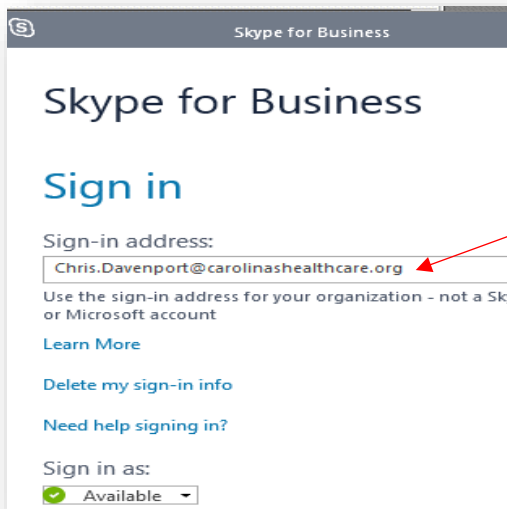
How do I Access Skype for Business?

All Carolinas healthcare employees can access Skype for business by logging into a CHS computer with username and password.

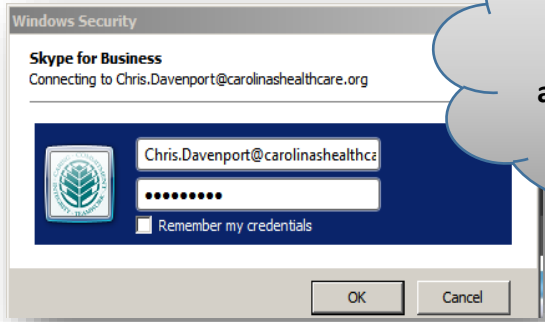
See the steps below:



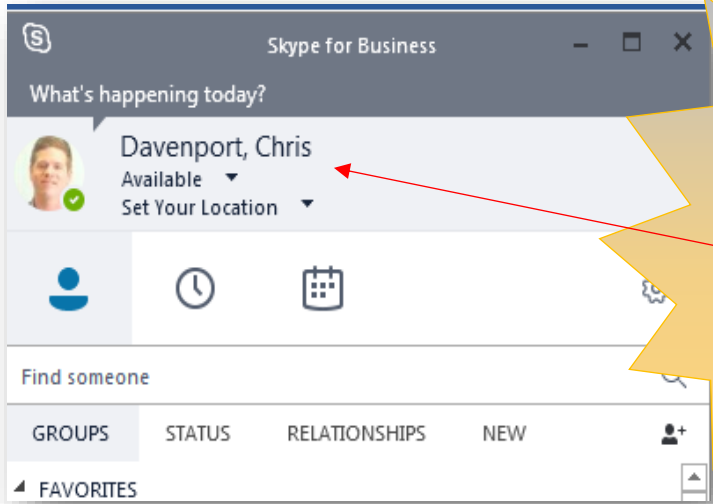
Step 1: After logging into the CHS computer, click on the start button. Click All programs and search for Skype for Business.



Step 2: In the Sign-in address box, use your full CHS email address. The next screen prompts you for your CHS password and choose "Sign in".



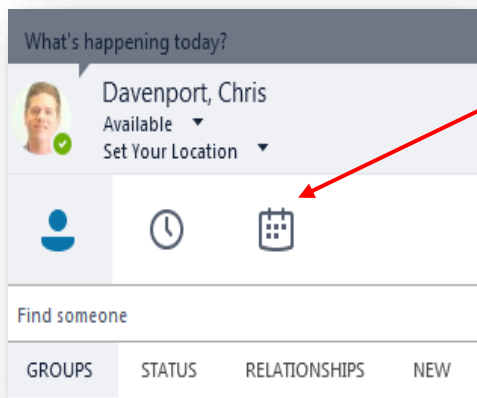
If you receive this box, type in your email address and password and do not remember my credentials



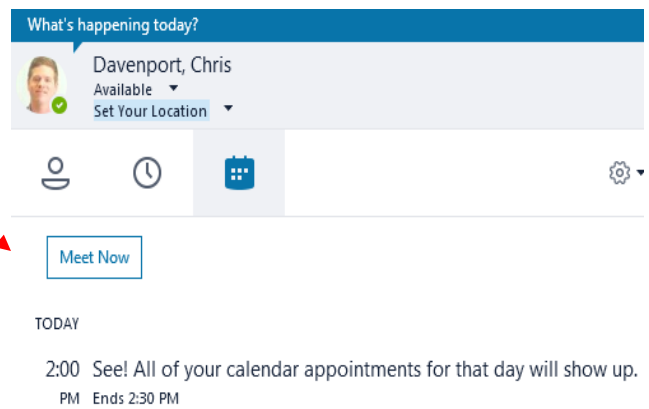
You're now signed into Skype.

Procedure and/or Tips to use with Skype for Business:

Set up a Meeting or Check your daily calendar from outlook in Skype!



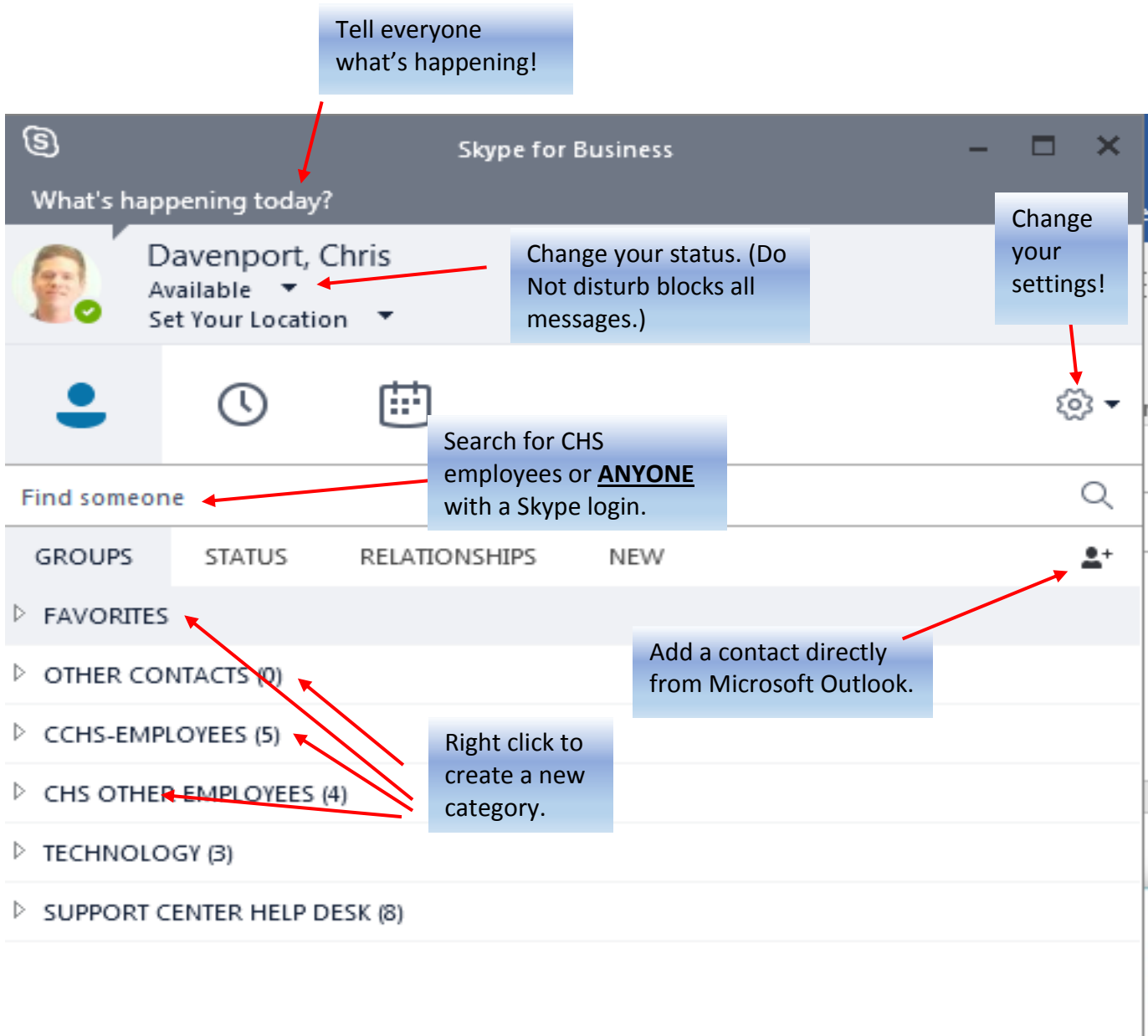
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Send a direct message in skype. (When searching for CHS employees, always use lastname, firstname format)
Double click the name of the employee and start typing! Space →

Additional Resources for Skype for Business:

- Skype for Business Help Center: <https://support.office.com/en-us/skype-for-business>
- [Meeting set up](#): Presenting PowerPoints, Sharing your screen, Taking a Poll.....
- CHS MyHUB Training: <http://peopleconnect.carolinas.org/myhub>
- Reserve a Training session with your Tech Team member: [HelpDesk Ticket](#)



The screenshot shows the Skype for Business application window. Several callout boxes with red arrows point to specific features:

- Tell everyone what's happening!**: Points to the "What's happening today?" header.
- Change your status. (Do Not disturb blocks all messages.)**: Points to the status dropdown menu for "Davenport, Chris".
- Change your settings!**: Points to the gear icon in the top right corner.
- Search for CHS employees or ANYONE with a Skype login.**: Points to the search bar labeled "Find someone".
- Add a contact directly from Microsoft Outlook.**: Points to the "Add contact" icon (person with plus sign) in the bottom right of the contact list.
- Right click to create a new category.**: Points to the "CCHS-EMPLOYEES (5)" category in the contact list.

The contact list on the left includes: FAVORITES, OTHER CONTACTS (0), CCHS-EMPLOYEES (5), CHS OTHER EMPLOYEES (4), TECHNOLOGY (3), and SUPPORT CENTER HELP DESK (8).