

Skype for business user manual – Norwegian Academy of Music

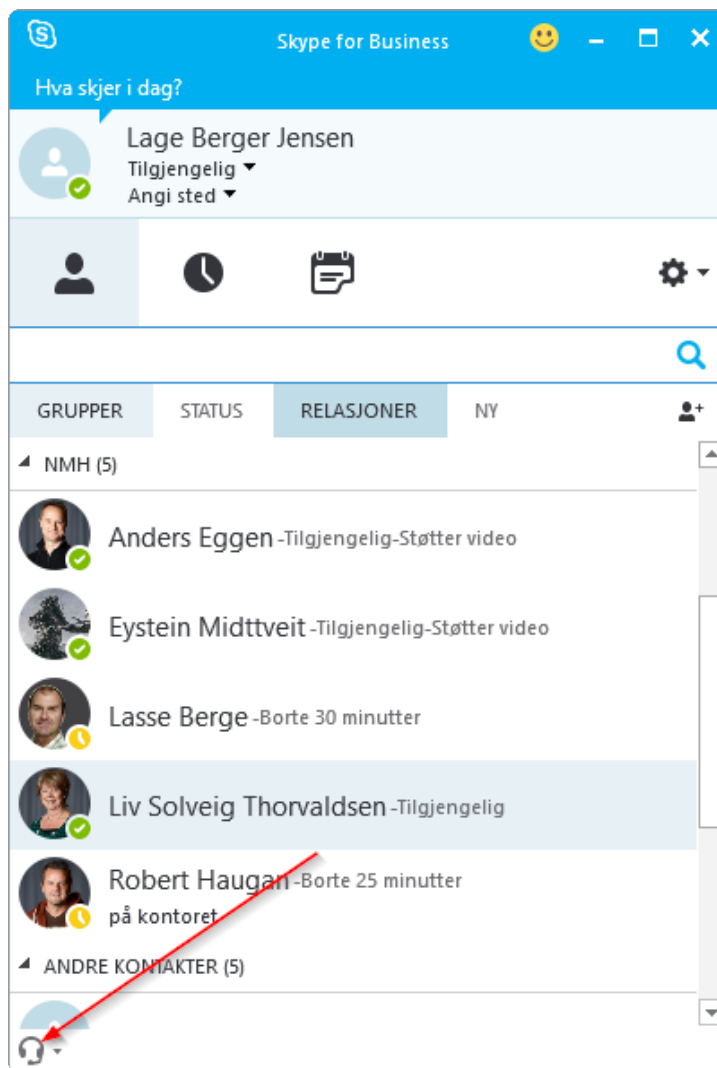
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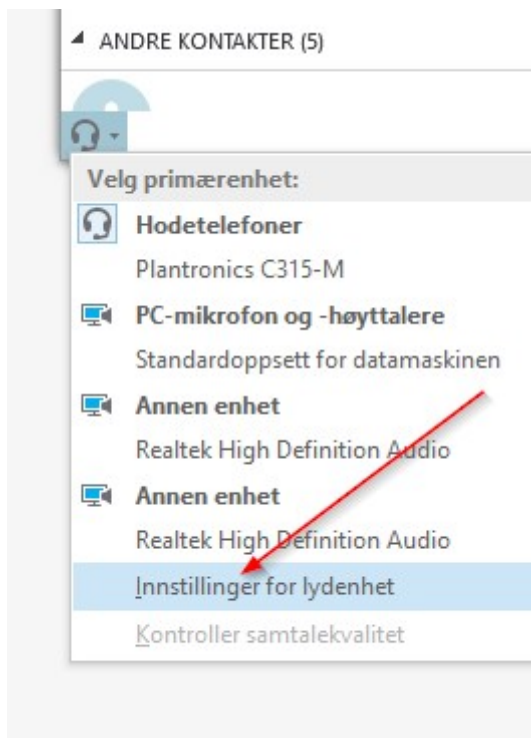
Telephone and sound scheme

First, you need to set up the audio source and check the sound quality. You can use the machines built-in speaker and microphone or a connected headset.

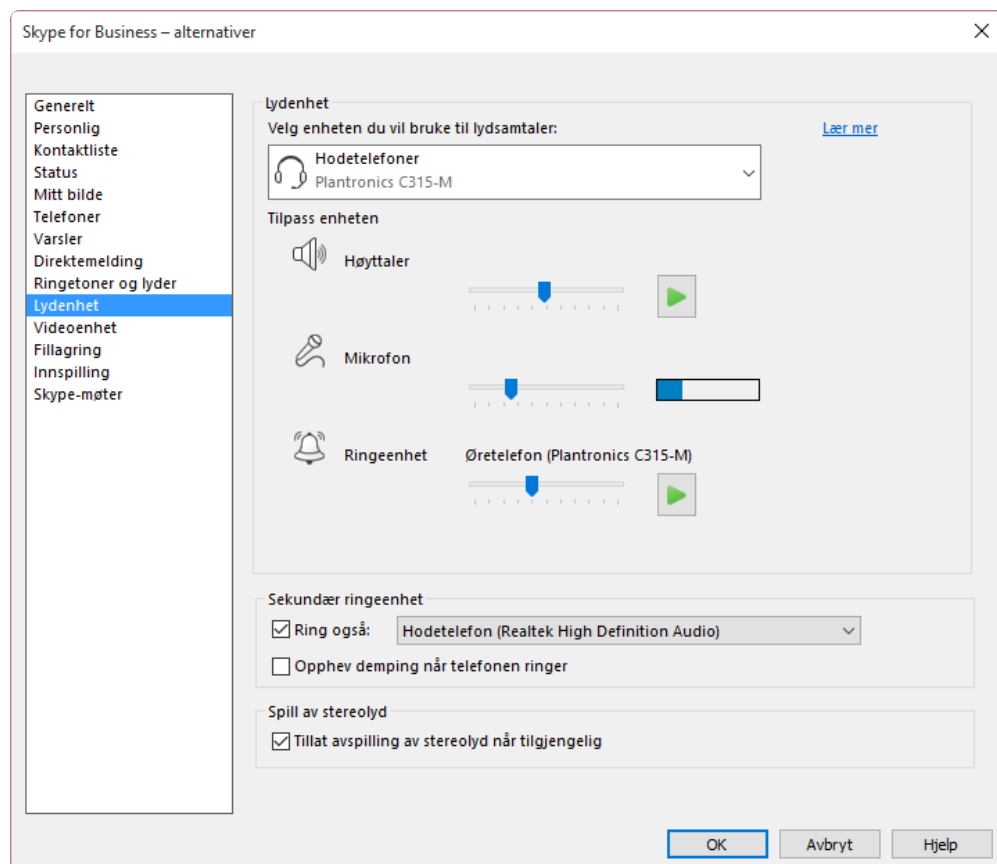
1. Press «velg primærenhet», bottom left corner in the main window of Skype for Business.



2. Press «innstillinger for lydenhet».



3. Select the device you want to use from the list and adjust the speaker and microphone volume.



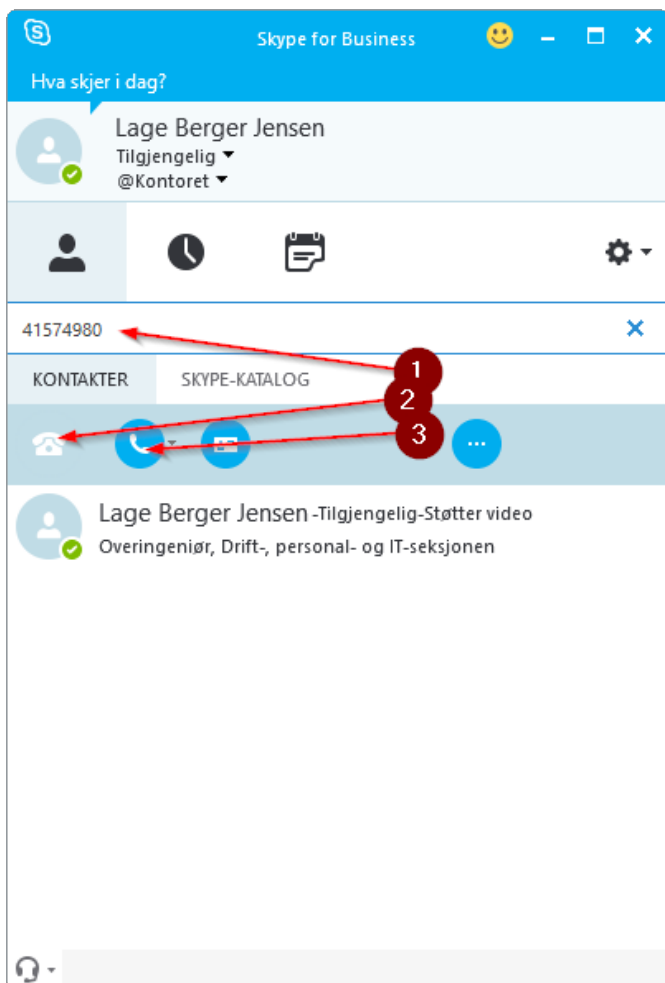
Start a phone call

Hold the mouse pointer over the image of a contact (without pressing it) until the menu appears and tap the phone icon.



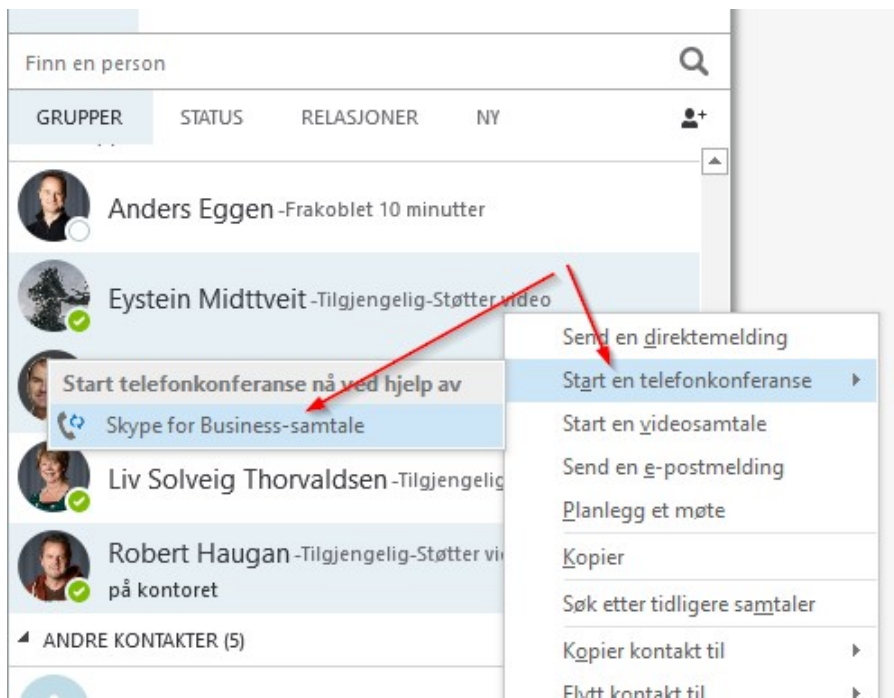
Alternatively, you can right-click the contact and select “ringe”.

If you do not have the contact in Skype for Business from before, enter the phone number in the search box and hold the mouse pointer over the image (without pressing) until the menu appears and tap the phone icon.



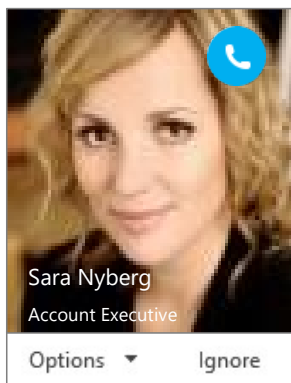
Start a telephone conference.

Select multiple contacts in the contact list by holding the «ctrl» key and pressing the contacts name. Then right-click on one of the selected names and select “Start a conference call – Skype for business”



Answer incoming calls

When someone calls you, a window appears at the bottom right of the screen.



1. To answer the incoming call, tap anywhere on the image.
2. To decline the call, press «ignore»

To add audio to an existing chat

Press the telephone icon at the bottom of the window to add the audio (call) to person you have an IM conversation with,

