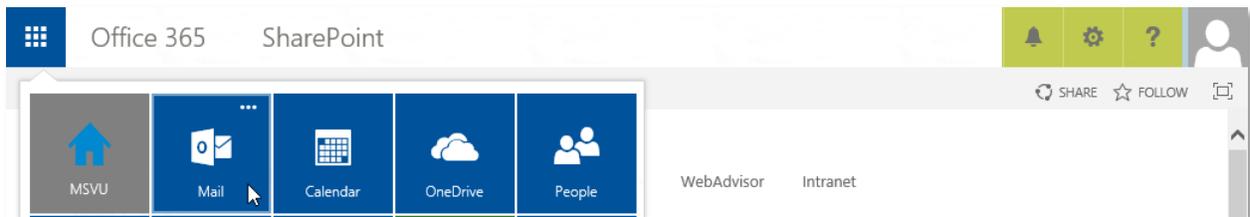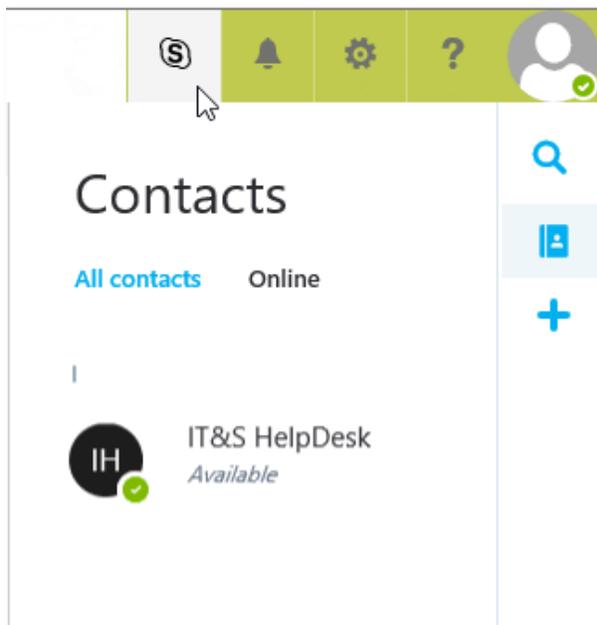# Using Skype for Business on the Web

Logging in to Skype for Business

Logging into your Office 365 account and opening the Mail App (www.msvu.ca/office365) will automatically sign you into Skype for Business as well.
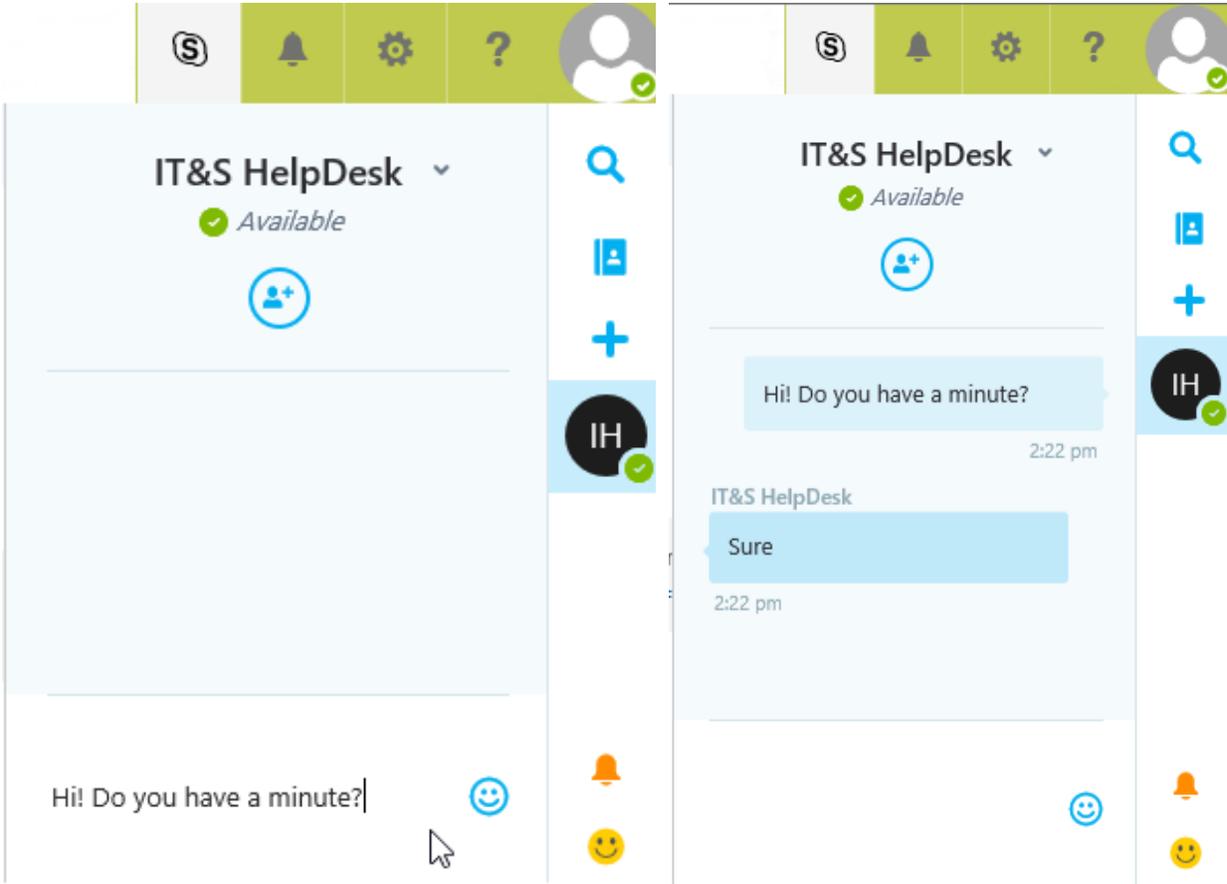

You can access your contacts by clicking the Skype icon in the Office 365 navigation bar at the top of your screen:
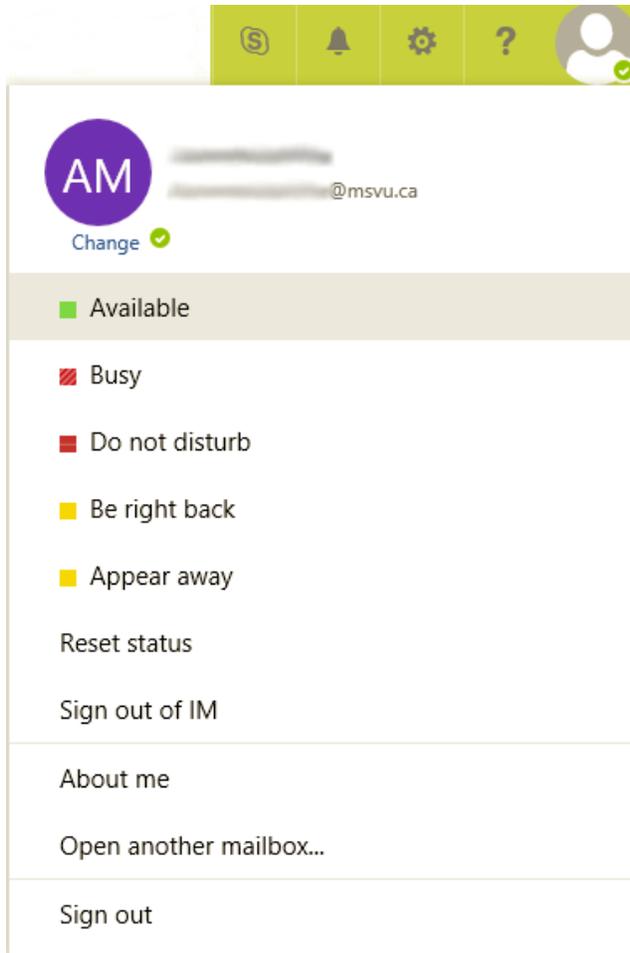
Sending an Instant Message

To start a conversation, simply click on the Contact you wish to IM and begin typing in the bottom section of the window that appears:
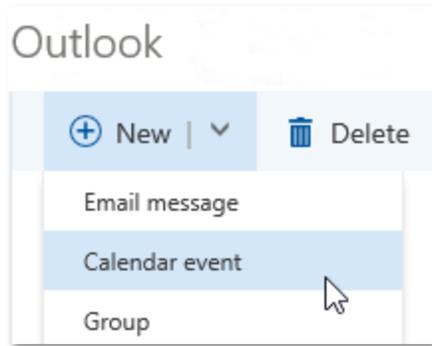
Changing your Status or Profile Picture

You can set your profile picture, update your status, or sign out of Skype for Business by clicking on the profile picture in the top right hand corner:
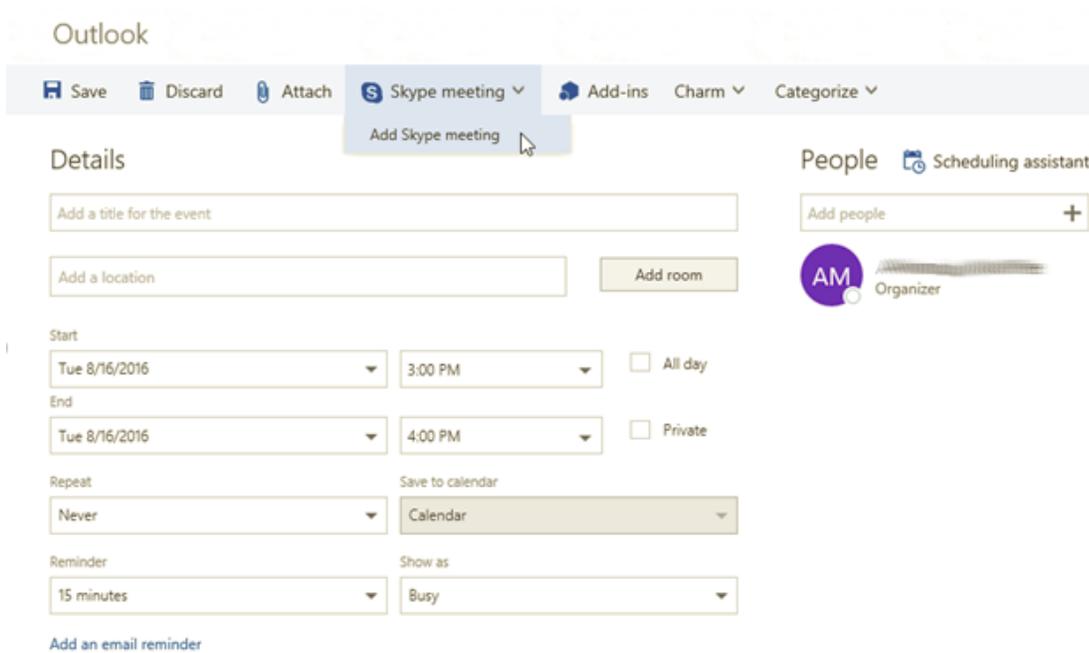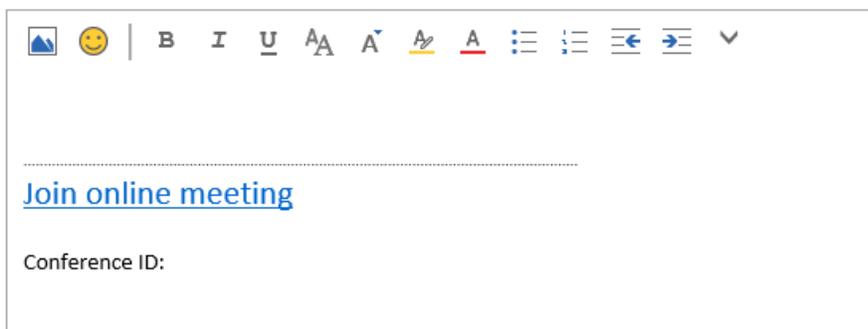

Creating a Skype Meeting

To set up a Skype meeting, choose the drop down arrow next to **New** and select **Calendar event**:

From the Calendar event window, select **Add Skype Meeting** from the menu:

A link to your online meeting will be added to the event details:

Joining a Skype Meeting

To join an online meeting, simply click on the **Join Online Meeting** link that was included in the Event Invite at the time of the meeting, and you will be linked to the online meeting session.