PC Contacts, Presence, and IM

Find someone

To connect with people in your organization:

Type a name in the Search box. As soon as you do, the tabs below the Search field change from this: to this:
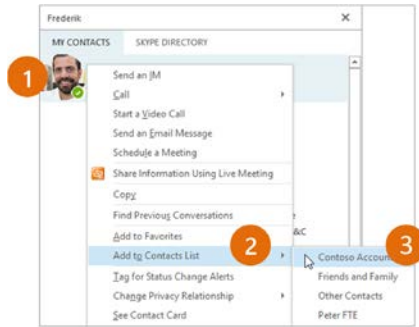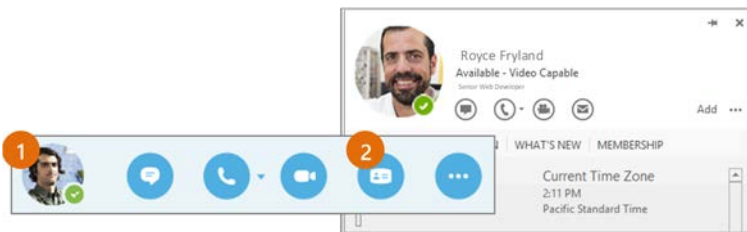

Add a contact

Once you find a person, add them to your Contacts list for quick access.

1. Right-click the name in the search results.
2. Click **Add to Contact List.**
3. Add your new contact to a group, as needed.
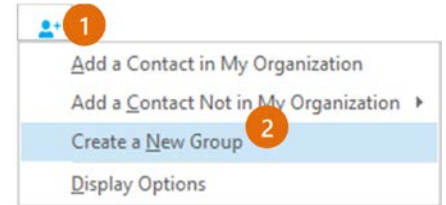

View a contact card

1. Click a contact picture.
2. Click the Contact Card button to open the Contact Card.

Create a group

Set up a group for each team you work with so you quickly see who's available, or communicate with the entire team at once.

1. Click the **Add a Contact** button.
2. Select **Create a New Group.**
3. Begin typing your new group name.


Send an instant message

Use instant messaging (IM) to touch base with your contacts right away.

1. In your Contacts list, point to the contact you want to IM. If you want to IM with more than one contact, hold down the **Ctrl** key and click each contact name.
2. Click the IM button.
3. Type your message and press the **Enter** key on your keyboard.

Need to add someone to the IM?

From the main Skype for Business window, drag a contact pic onto the IM window.
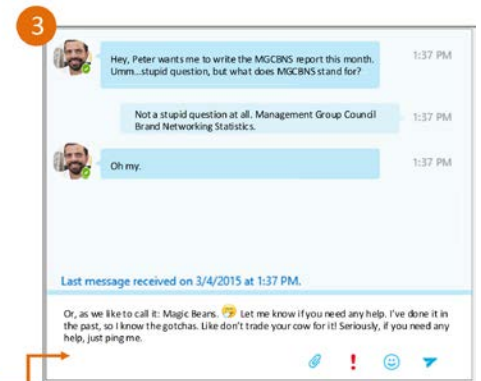
How do I change my Presence?

Presence is automatically set based on your Outlook calendar; however, you can change it temporarily, as needed. Presence status is a quick way for other people see whether or not you're free to chat. Here are the presence settings you can change:
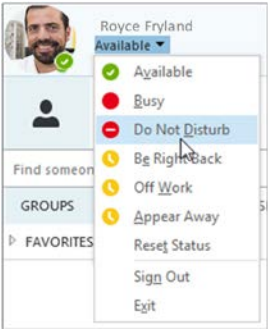
If your presence is:	It means you are:
Available *	Online and available
Be Right Back **	Away from your computer briefly
Away *, **	Logged on, but have been away from computer for a period of time.
Off Work **	Not working or not available
Busy *, **	Hard at work and shouldn't be interrupted
In a call *	In a Skype for Business call (two-party call)
In a meeting *	In a meeting (using Skype for Business or Outlook)
In a conference call *	In a Skype for Business conference call (Skype meeting with audio)
Do Not Disturb **	Do not want to be disturbed. You will see IMs, but only if you're both in the same Workgroup.
Presenting *	Giving a presentation
Out of the office	Set to OOF in your Outlook calendar
Offline *	Not signed in
Unknown	Presence can't be detected

* Set automatically for you based on your keyboard activity or Outlook calendar.

** You can set your presence to this anytime you want.

Add audio, video and share files in an IM conversation

Add video   Add audio   Share your desktop, or a program like PowerPoint   More options
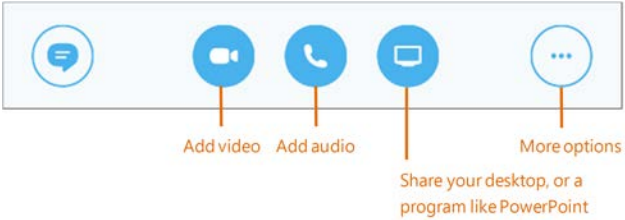
Switch between conversations

If you have several conversations or meetings going on at the same time, Skype for Business displays them all in one place, so you can toggle between them.
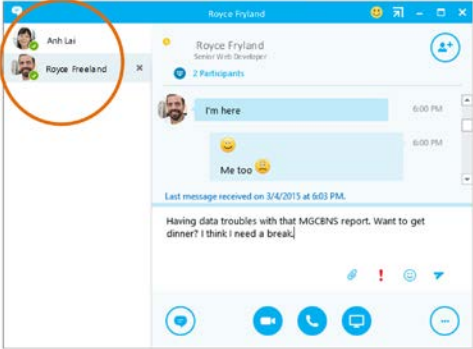
Click a tab on the left to view an IM conversation.

Find a previous IM conversation

If you use Outlook and Exchange, Skype for Business automatically saves your IM conversation history. To view or continue a previous IM conversation or see an IM request you missed:

1. Click the Conversations tab.
2. Click the **All** or **Missed** tab. If you don't see the conversation you're looking for, click **View More in Outlook** at the bottom of the list.
3. Double-click the conversation that you want to open.