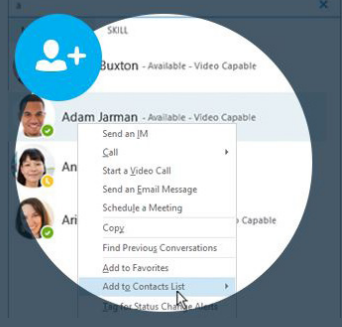


Skype for Business

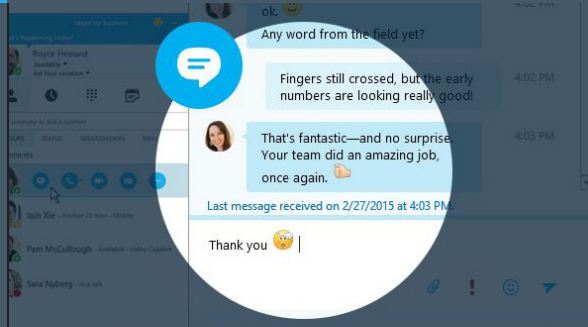
7 quick tips most people ask for



First things first
Sign in with your Massey email address and password.



Reach people faster
Use the search box to find Massey staff or people who use Skype. To keep them handy, right-click them and choose Add to Contacts List.



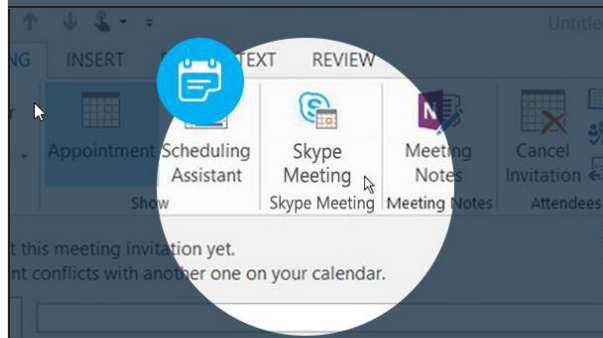
Keep it short with instant message
Double-click someone in the Contacts list and start typing. Yes, it's really that simple.



Got a lot to say? Give someone a call.
Hover over someone in the Contacts list and click the Call button.



Add the personal touch with a video call
Click the Video button while in IM or call (or even from the Contacts list). We'll even give you a preview so you know you'll look your best.



Get together online. It's cheaper than flying.
Schedule a Skype meeting from your Outlook calendar.



Share with the group to get the job done
From any conversation, click the Present button to show your desktop or a PowerPoint presentation.