

Inside Microsoft Office

► Session 14

**Skype, Skype for Business,
and Microsoft Teams**



Objectives

- ▶ Explain Skype, Skype for Business, and Microsoft Teams
- ▶ Describe various options in Skype for communication and collaboration
- ▶ Explain Skype for Business
- ▶ Describe Microsoft Teams

Skype

- ▶ Microsoft Skype is an instant messaging communication application that allows users to interact with each other, typically in an organizational setup.
- ▶ Skype allows users to have audio and video conversations.
- ▶ Users can connect to their friends, family members, and other users situated in different cities across the world.
- ▶ Skype is available as a free pre-installed app in Windows 10 systems.



Features of Skype

Audio and HD video calling

Audio and HD video calls in one to one or group calls with users on Skype

Smart Messaging

Reacting to any message with cool reactions or using @ mentions to grab attention of other users during communication

Screen sharing

Sharing presentations, photos, or anything else on your screen during a call through integrated screen sharing

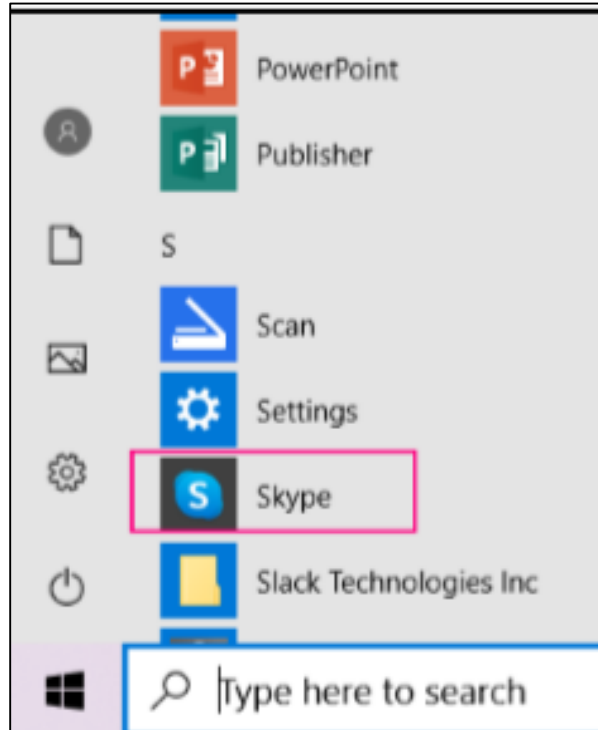
Phone calls

Reaching friends or acquaintances across the world who are not online with affordable international calling rates to mobiles and landlines.

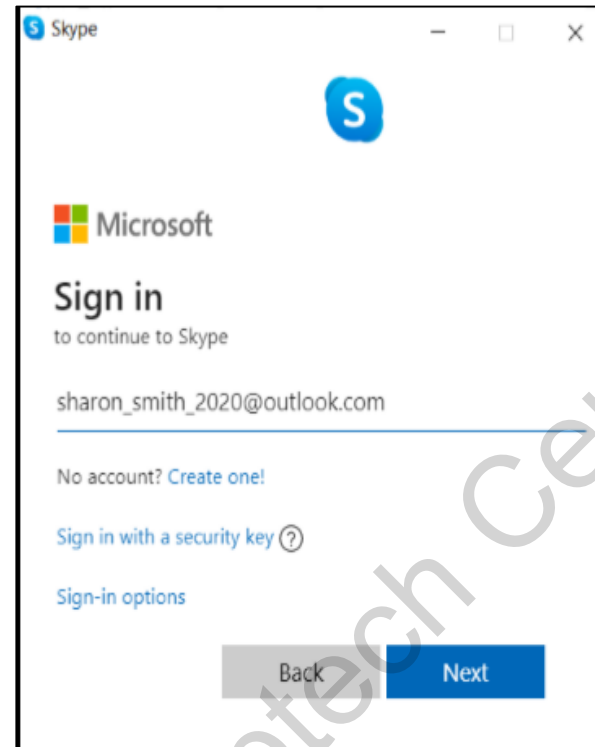
Call recording with live subtitles

Recording Skype calls to capture special moments and meetings, and using live subtitles to read words that are spoken

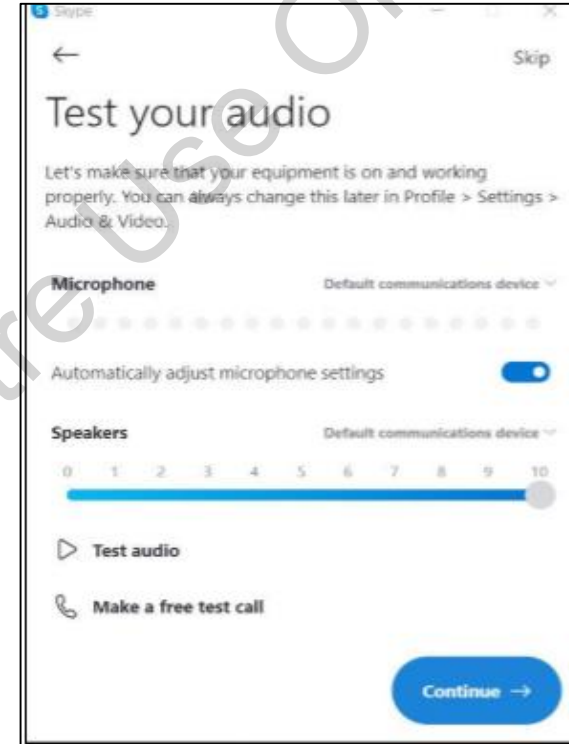
Setting Up Skype



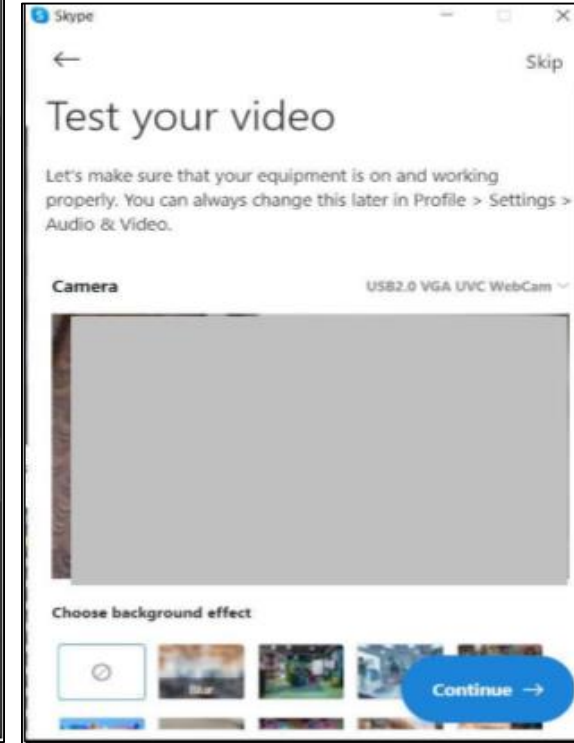
Skype in the Start Menu



Signing in to Skype

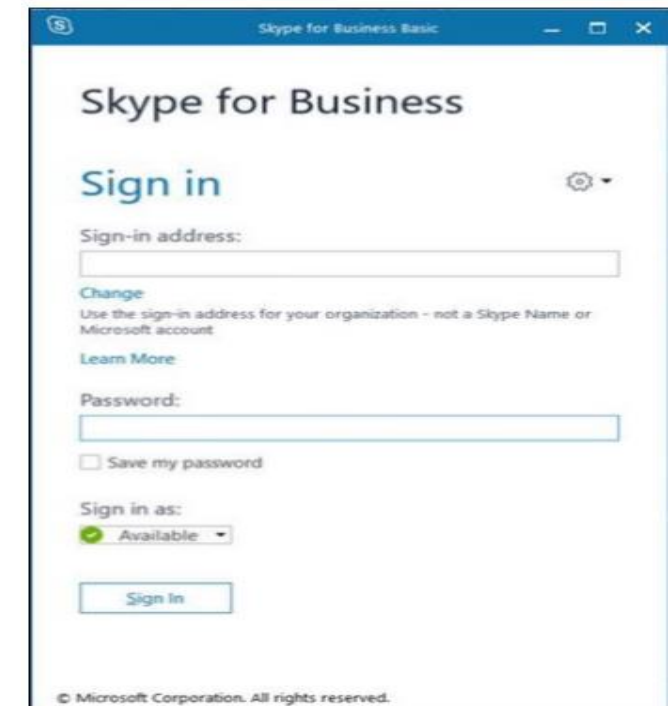
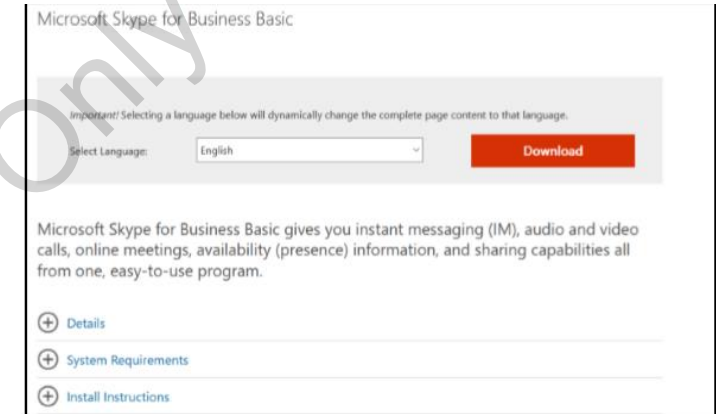


Testing Audio and Video



Skype for Business

- ▶ Skype for Business, formerly called Lync, is a product along the lines of Skype, but for co-workers and enterprises.
 - ▶ Similar to Skype, it offers features such as presence, Instant Messaging, audio and video calls, and online meetings.
 - ▶ Skype for Business enables you to add up to 250 people to online meetings, provides enterprise-grade security, and also allows you to manage employee accounts.
 - ▶ However, to login to Skype for Business client and connect to Skype for Business server, there are only two options:
 - An Office 365 account (which includes Skype for Business online service)
- or
- A work account with Skype for Business license
















Understanding the Skype for Business Interface

- ▶ The main interface includes buttons that are similar to the regular Skype software, such as adding contacts, making audio and video calls, options for collaboration, and so on.
- ▶ Skype for Business enables you to see when people are available, away from their desk, or in a meeting through their status.

Displaying the Skype Status

- Available
- In a meeting
- Busy
- Offline
- Away
- In a call
- In a conference call

	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	* Set automatically for you based on your keyboard activity or Outlook calendar.
	Out of the office	Set to OOF in your Outlook calendar	
	Offline *	Not signed in	** You can set your presence to this anytime you want.
	Unknown	Presence can't be detected	

Skype Statuses

Microsoft Teams [1-4]

- ▶ Microsoft Teams is a business messaging and collaboration platform.
- ▶ It lets you host audio, video, and Web conferences with anyone inside or outside your organization.
- ▶ Teams of 10 or 10,000 can meet in one place, no matter where they are located.
- ▶ Users can easily share files, participate in one-to-one and group chats, and more, all with enterprise-grade security.



Microsoft Teams in Action

Microsoft Teams [2-4]

Messaging

- ▶ There are two types of Messaging in Teams namely, Peer-to-peer Chat and Group Chat.

Meetings

- ▶ Meetings in Teams are also very different to meetings in Skype for Business. Users can schedule a meeting from within a chat, a Team, or the meetings app inside Teams.

Voice/Audio Calls

- ▶ Voice in Microsoft Teams is also a little different from Skype for Business.

Organization-wide teams

Permitting only team owners
to submit posts in the
General channel

Switch off @[team name]
and @[team name]
mentions

Automatically favorite
important channels

Remove accounts that might
not belong

Microsoft Teams [3-4]

Built-in translator

- ▶ More and more organizations these days comprise geographically distributed teams. Improved productivity is a key goal in formulating such teams.

Meeting whiteboards

- ▶ Meetings in Microsoft Teams have a dedicated virtual whiteboard where participants can sketch together.

Renaming Channels and limiting Emoji usage

- ▶ You can use emojis everywhere. If you have two channels bearing the same name (such as 'status meet') and you add an emoji to one of them, it will work in Teams perfectly although not in SharePoint.

Immersive reader

- ▶ Through the immersive reader feature of Microsoft Teams, it is possible to easily view, translate, and hear individual messages.

Notify when available

- ▶ One of the most-used features from Skype For Business, notify when available, is now available in Microsoft Teams. Whenever a user becomes available in Microsoft Teams, Teams will send a notification to inform you.

Microsoft Teams [4-4]

Blurred background

- ▶ If you do not want to show sensitive information/private stuff appearing in your background to your attendees/co-workers in meetings, you can use the blur my background feature in Microsoft Teams.

Microsoft Live Events

- ▶ To broadcast meetings, webinars or live announcements in your organization to large online audiences you can use the Microsoft Teams live events feature.

Out-of-the-box analytics

- ▶ These reports are essential to see who is collaborating in your team. For team owners, it indicates which users are inactive and which users are not using Teams frequently within your organization.

Intelligent BOT Framework

- ▶ With Teams App Studio, you can deploy, download or submit your own bot to the Microsoft Teams staff to review and add it to the store.

Direct access to SharePoint, OneDrive, Skype, and Outlook

- ▶ Microsoft Teams supports direct access to SharePoint, OneDrive, Skype, and Outlook.

Secure Collaboration

- ▶ Microsoft Teams ensures industrial strength security while collaborating with other users of your organization.

Summary

- Microsoft Skype is an instant messaging communication and collaboration application that allows users to interact with friends, family, and other users.
- Microsoft Skype of Business is similar to Skype, however, is more geared towards enterprise use, in an organizational setup.
- Skype of Business is designed for use with on-premises Skype for Business Server in Office 2019 Professional Plus, and a Software as a Service (SaaS) version called Skype for Business Online offered with Office 365.
- Skype and Skype for Business allow users to display their presence and their availability status.
- Skype for Business is used for scheduling meetings and conference calls among people who are located at different locations, such as different cities, or countries, or even continents.
- Skype for Business allows users to create a contact group, which contains contacts that have something in common, typically a business project, department, a business unit, and so on.
- Skype for Business will be phased out in a few years and is being replaced by Microsoft Teams.
- Microsoft Teams is a business messaging and collaboration platform that lets you host audio, video, and Web conferences with anyone inside or outside your organization.
- Microsoft Teams offers several powerful features including secure collaboration, immersive readers, built-in translators, facilities for organization-wide teams, direct access to SharePoint, OneDrive, Skype, and Outlook, and more.