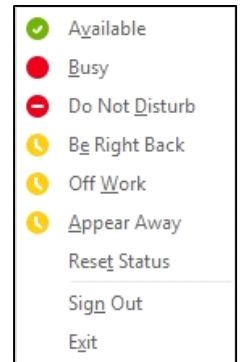
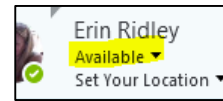


O365 Messaging

O365 messaging is an efficient way to quickly connect with co-workers via IM (instant message). O365 Messaging should launch automatically for you, but if it doesn't you just need to click on the Start button, then All Programs, and click on "Skype for Business" (the tool name).

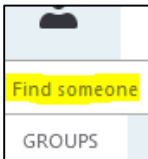
CHANGING YOUR STATUS:

You can easily change your status for O365 Messaging, letting others know that you are available, or busy, etc. Just click on the status down arrow located under your name.

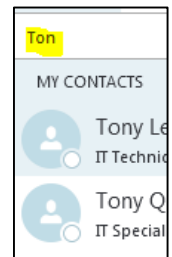


By default, O365 Messaging will show you as inactive if your computer has been idle for more than 5 minutes; and will change your status from Inactive to Away after 5 minutes.

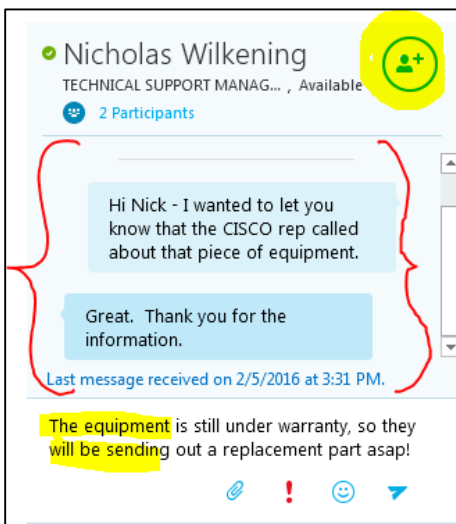
FIND SOMEONE: It is easy to start a conversation with someone. Start typing the person's name where it says "Find someone".



As you type, O365 Messaging will start to auto-populate with names, narrowing it down the more you type.



SAVING TO FAVORITES: If you point to their picture or the little circle icon, then right click, you have the option of adding that person to a group (favorites or other contacts) so that you don't have to "find" them every time you want to IM them.



INSTANT MESSAGE: To start an IM with someone, just double click on their name. A message dialogue box will open.

You can add multiple people by clicking on the "people" icon with a + in it.

At the bottom of the screen is a window where you type in your message. When done, just hit enter. The message is sent and becomes part of the conversation that shows in the middle section.

The person replies back and their message will show in the center conversation area.

When done, click on the [X] in the upper right hand of the dialogue box to close it.