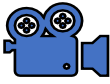# Skype for business operating procedure

1. Click start or

2. On the **search** console type *skype for business* and then click on it

3. On the pop-up page under *sign-in address console* enter your **email address**, if password is required enter your **computer password** then click **sign in**.

4. On **find someone** console type in the user name of the person or group you want to contact

    -   You can **right click** or **double click** on the contact for more options (send Instant Message (IM), call, start video call, send message, add to contact list, add to favourite, e.t.c)

5. To call multiple people **double click** on one of the contacts

    -   then top left click **participants.**
    -   Then click on **invite more people.**
    -   On **send an IM** console type the username's of the other contacts you would like to involve.

6. Then choose from the following to place a call

    -   click to send IM

    -   click to call

    -   click to make a video call
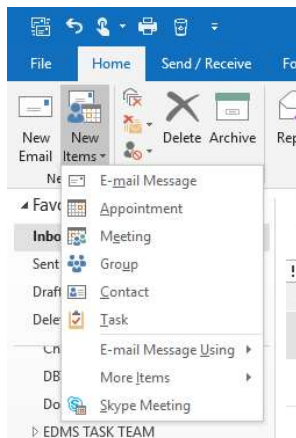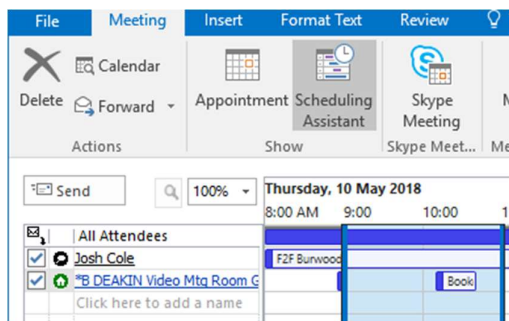
By: Sibaphiwe Mkalali

ICT Intern

Booking a room/resource with Outlook

1. Open the **Calendar** section in Outlook.
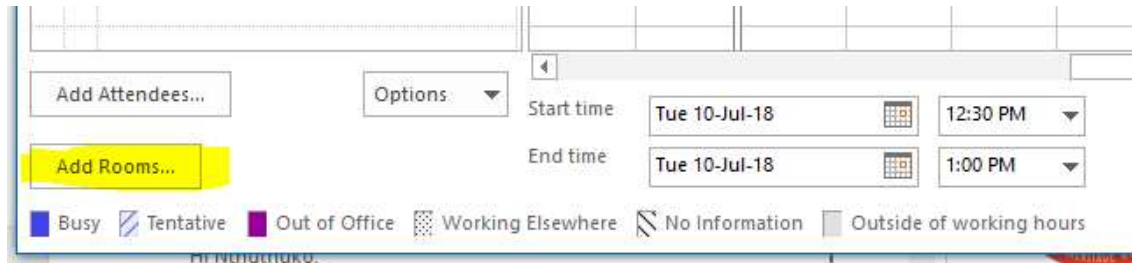2. Open a **new appointment or meeting**.

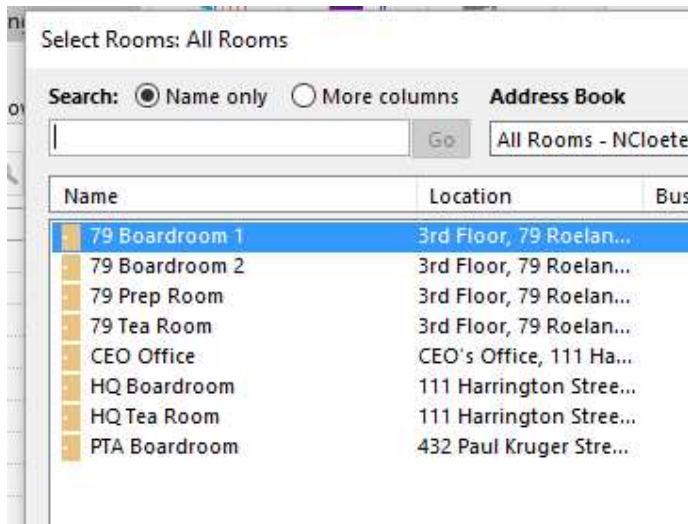3. Switch to the **Scheduling Assistant** and click **Add Room**.

4. **Locate and double-click the resource to add it to the rooms bar at the bottom.**
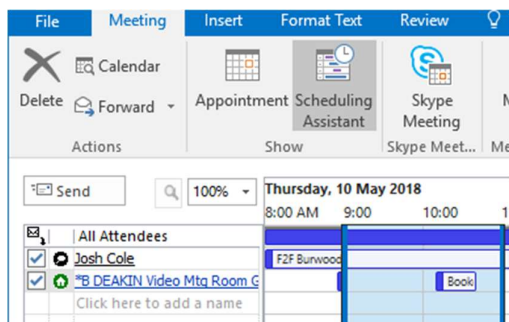
an agency of the
Department of Arts and Culture

5. Select **OK**

6. **Check that all participants are available during the selected meeting time - the Scheduling Assistant will show you if any meetings are already scheduled in your desired times**.

Booking a room/resource with Outlook

7. When you've set an appropriate date, time and subject, and added participants as you would for any other meeting, **click Send.**

8. You will receive **an automatic response** email when your booking was accepted by the room.

HQ Boardroom has accepted this meeting.

Your request was accepted.

Your booking reservation is successful.

Sent by Microsoft Exchange Server 2016

July 2018