

Skype for Business

What is Skype for Business?

Skype for Business is a new “all-in-one” communications tool

Much like your Outlook, you should have Skype open at all times when you are connected to the internet

You will be able to:

- At a glance see if colleagues are online, busy, or in a meeting
- Contact colleagues through instant message
- Take part in meetings using audio and video conferencing
- Make external calls
- Share your desktop and co-author documents during a Skype session

There is a Skype for Business policy which can be found on the TW3 microsite: <http://waywe.work> please ensure that you read through this.