



LP+365

SKYPE  
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HELP GUIDE  
VERSION 2.1

## 1. Overview.

Skype for Business on LP+365 allows you to connect and communicate with those users in your Contacts that are also using Skype for Business. Check the configuration of Skype for Business with your tenant Admin before use, the feature may need to be enabled on your LP+365 app. Skype allows for more open communication.

## 2. Accessing Skype

The Skype icon is located on the Navigation bar and allows users to communicate with each other using Instant Messaging (IM). The user needs to click on the Skype icon (Fig. 1) in order to first sign in. Clicking on the icon again will close the view but not sign the user out.

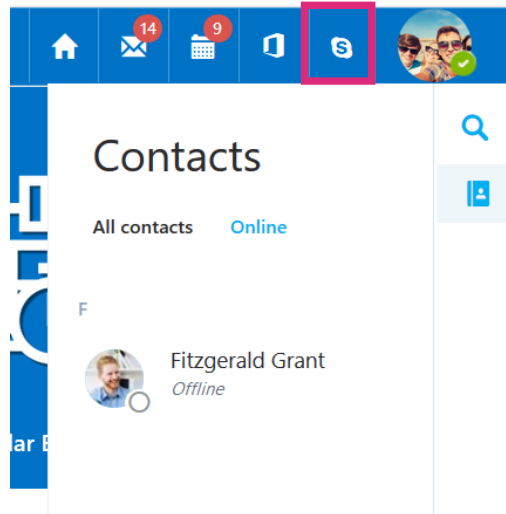


FIGURE 1 LOCATING THE SKYPE ICON

It is possible to hold an Instance Message (IM) with another user through Skype. This can be a very useful tool for your organisation if you need to have a real time discussion with one of your contacts or if you need to communicate instant feedback to a pupil about an assignment. Follow the instructions below to begin using IM through Skype.

1. Click on the search Icon on the side navigation bar.
2. Type the users name and select the user from the search results.

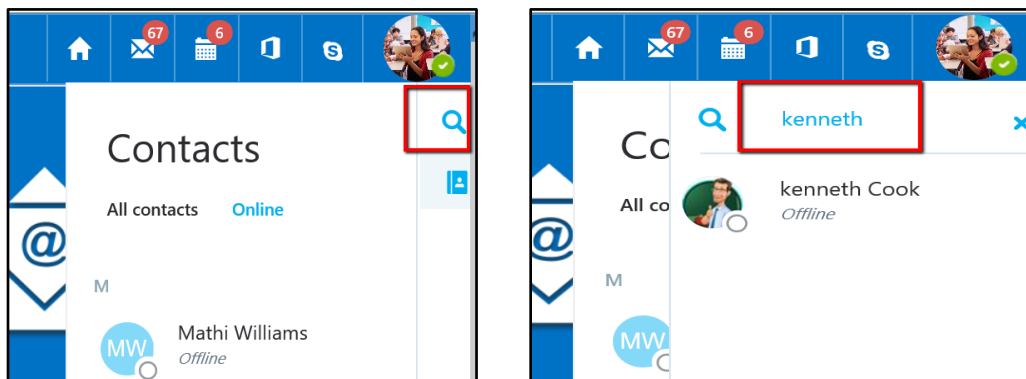


FIGURE 2 SEARCHING FOR A CONTACT

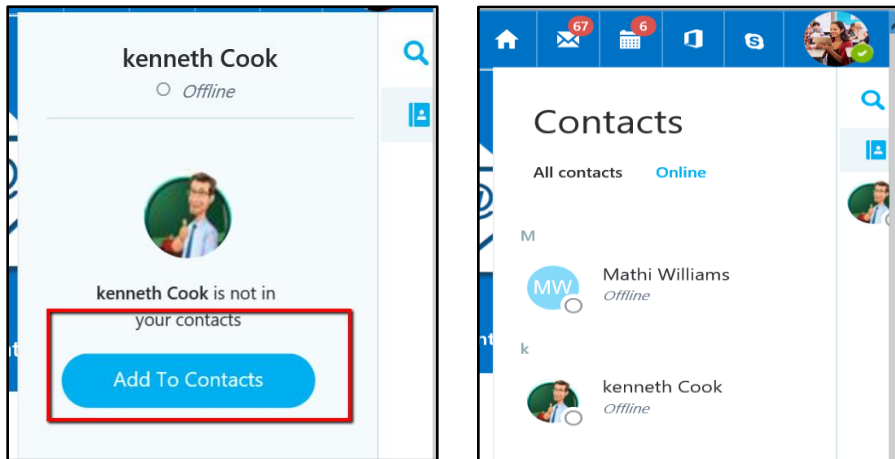


FIGURE 3 ADDING A CONTACT

3. Select Add to Contacts.
4. Select the user from your contacts list you wish to IM.
5. The user will receive a message to which they need to respond and accept the request to IM
6. You will then be able to send an IM to this contact.

Note: that the recipient of the IM must be online and added to the Skype contacts in order for you to exchange IMs successfully.

It is possible to use the video functionality with Skype if your organisation has purchased the Skype for Business Client licence for Skype. Skype can then be downloaded onto your device and you can video conference your contacts.

Your LP+365 Administrator can disable the use of Skype for Business from within the app, Skype for Business will still be available on your o365 tenant.

**Additional Guides.**

For more information, please see below online tutorials from Microsoft:

- [Send an IM in Skype for Business](#)

**Free Online Support:** <http://lpplus.com/support-home>

**Get in touch by email:** [lp365support@lpplus.com](mailto:lp365support@lpplus.com)