



How to Make a Call in Skype for Business

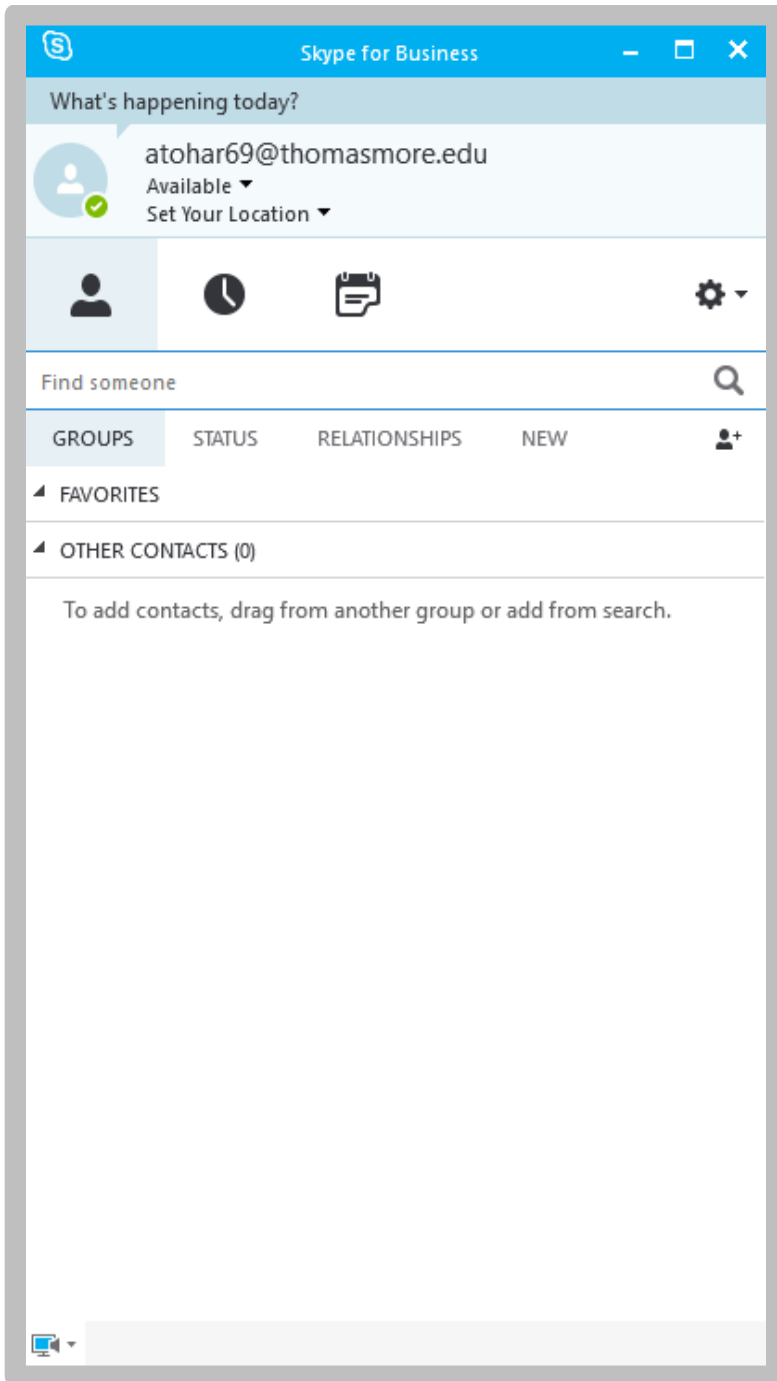
This tutorial will show you how to make an individual call in Skype for Business

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Here you can make a regular call, a video call, or you can share your desktop screen by clicking its' specific icon.....	5

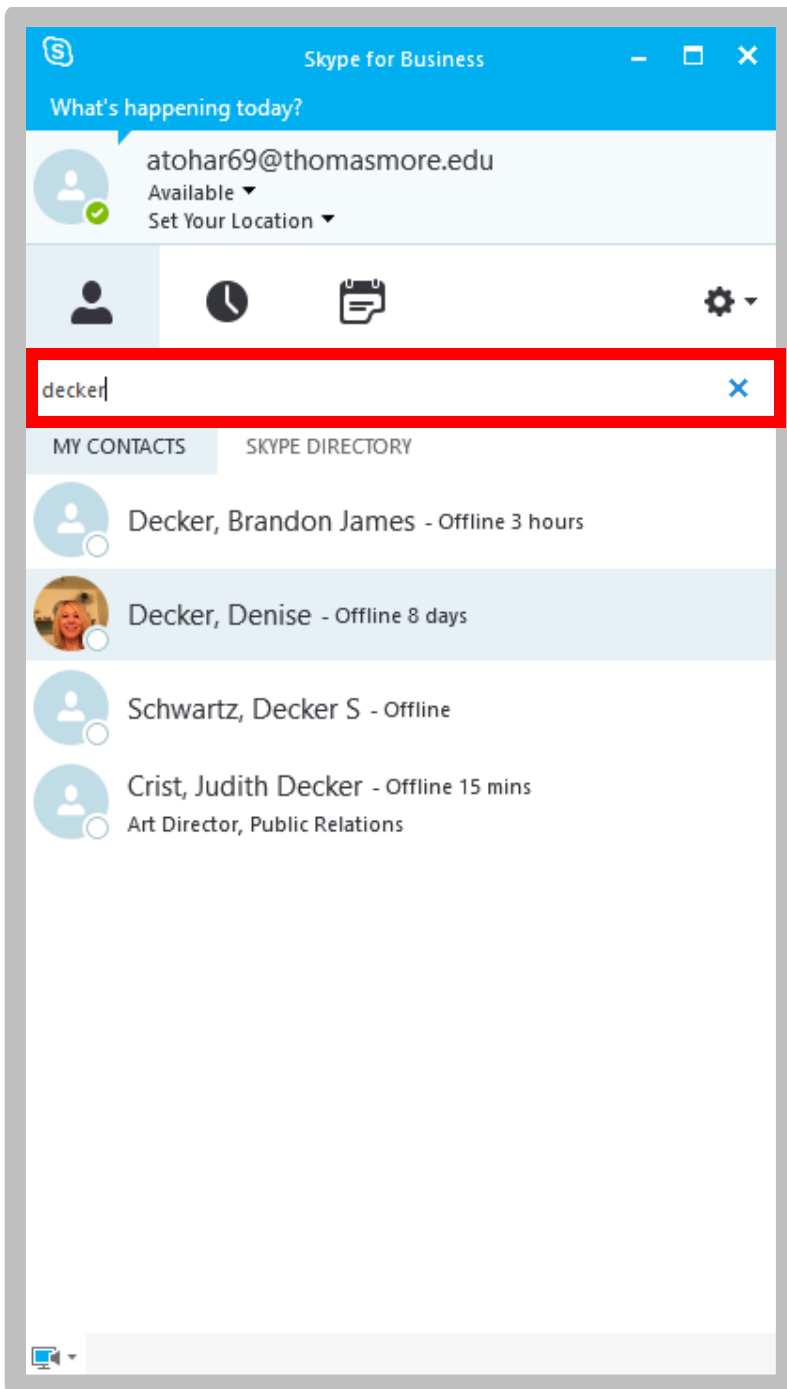
If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Open Skype for Business



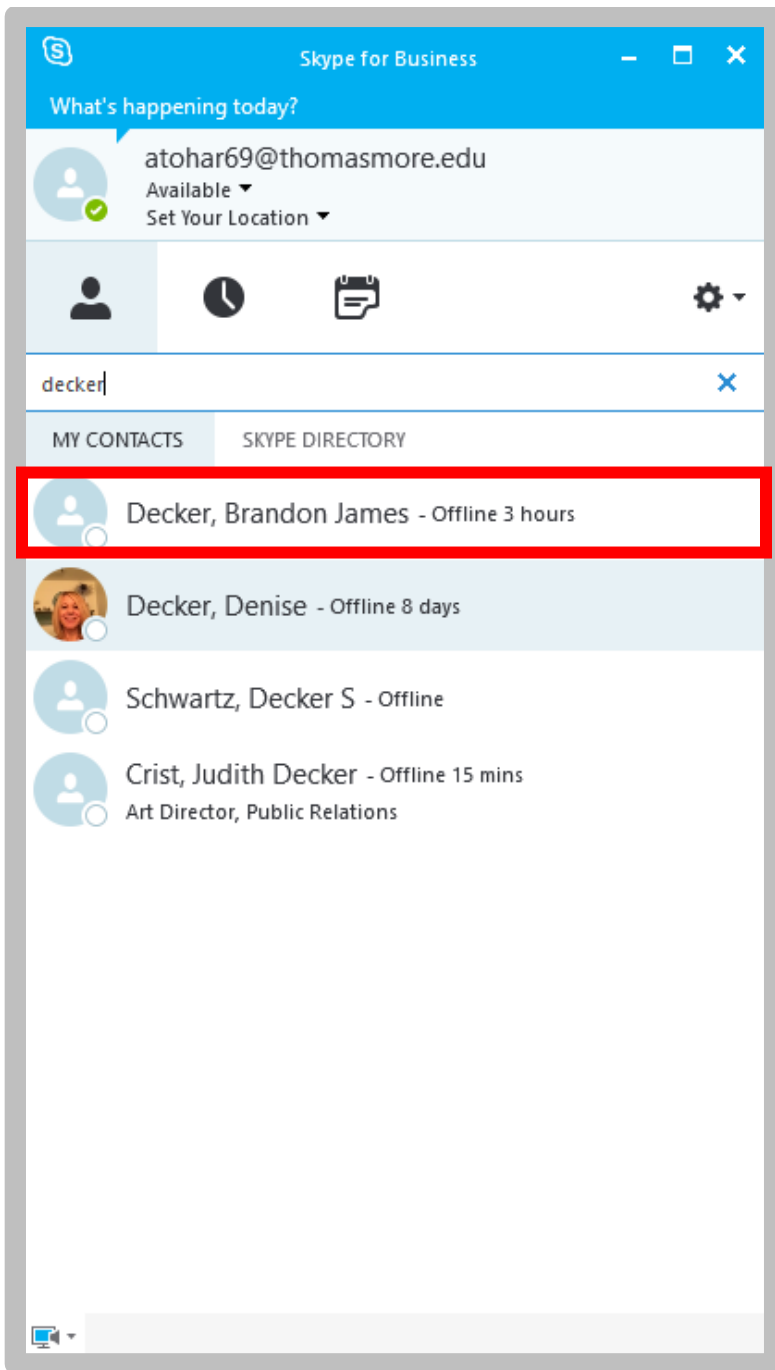
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Click the search bar and type in the last name of the person you would like to call



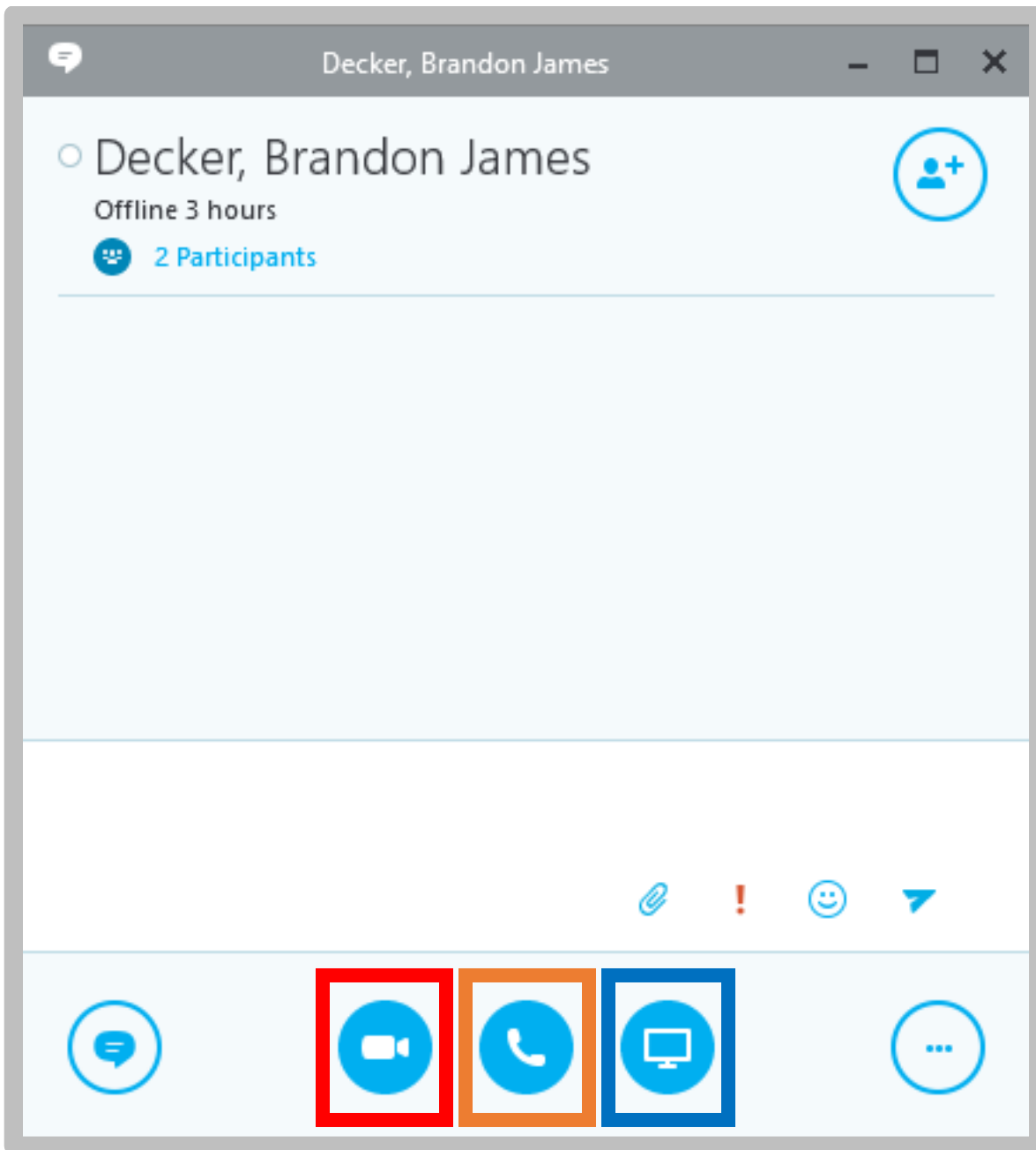
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Double click on the name of the person you would like to call to open their Contact Card



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Here you can make a **regular call**, a **video call**, or you can share your **desktop screen** by clicking its' specific icon



You will need speakers for voice calls and a webcam for video calls.

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