

# FAU

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## FLORIDA ATLANTIC UNIVERSITY

Center for eLearning



### Download Office 365

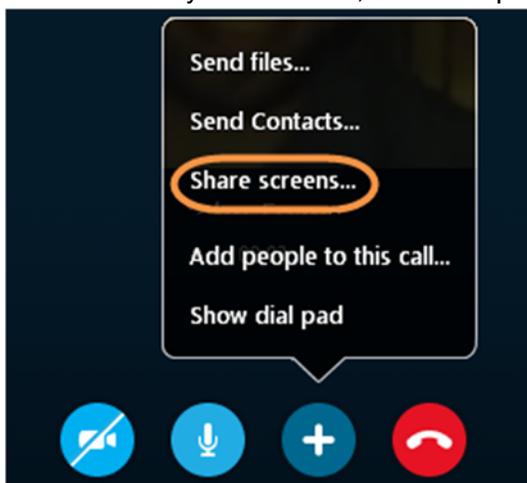
<https://portal.office.com/OLS/MySoftware.aspx>

### Start Up/Login

- Open Skype for Business
- Launch program
- Login

### Screen Sharing

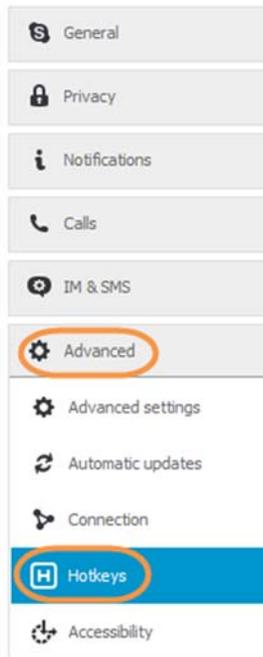
- Choose or search for contact.
- Select the green voice call button.
- Now choose the +(plus) menu and select share screen.
- Select the screen that you would like to share.
- Click start.
- When you are done, select stop sharing or just end the call.



### Hotkeys

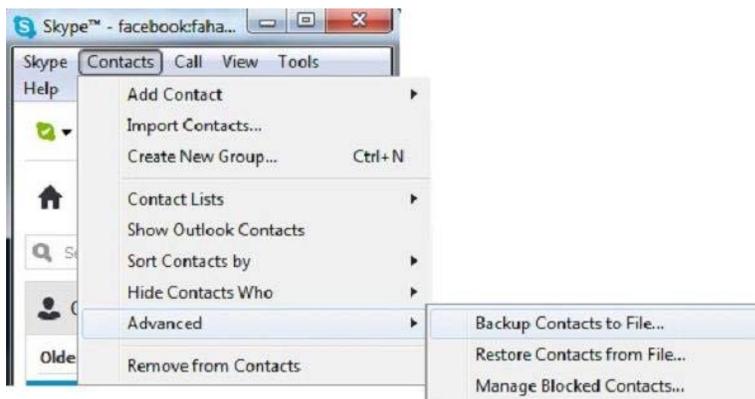
- Tools>Options

- Click the Advanced Tab and select Hotkeys.
- Check enable shortcuts.
- Check the actions you want to enable the Hotkeys for.



### Transfer your Skype Account Contacts

- Click on Contacts menu at top of Skype window.
- Click Advanced.
- Click Backup Contacts to File.
- Log into new account or computer.
- Click the Contacts menu again at top.
- Click Advanced.
- Restore Contacts from File.



### Re-Edit your Last Message

- Suppose you have sent a message which contains a mistake and **you want to edit that message and resend it again?** You can do this simply by:

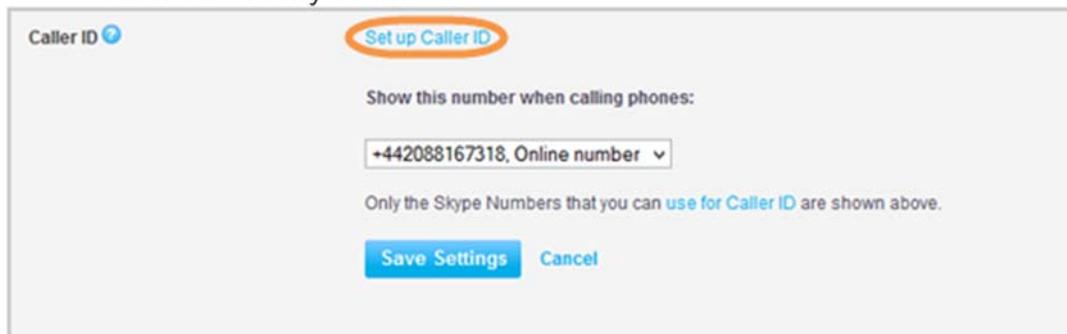
- pressing the Up Arrow Key on your keyboard. The last message that you've sent earlier will appear. Just make the changes you want and resend the edited message.



### [Set Up Your Caller ID](#)

If you make Skype calls to either landlines or mobile numbers then you **might want others to see your original number** whenever you call them rather than an unknown number that will most likely appear.

- go to **the main window of Skype**
- Click on the "Skype" menu and finally click on the "Account" button
- Click on the "Caller ID" button
- On next page select "Country/Region" and "Phone number"
- click on "Verify Number"



For more FAQs please [Click Here](#) or come see us at the Center for eLearning every Friday for Open Lab Rm. 208