

A photograph of a business meeting in progress. Several people are seated around a table, looking towards the right. The image is dimmed and has a semi-transparent dark overlay. The text 'Rutas de actualización de Teams' is centered in white.

# Rutas de actualización de Teams

## Contacts, and IM

### Find someone

Connect with people in your organization, or with friends who have a Skype account.

1. Type a name in the Search box. As soon as you do, the tabs below the Search field change from this:

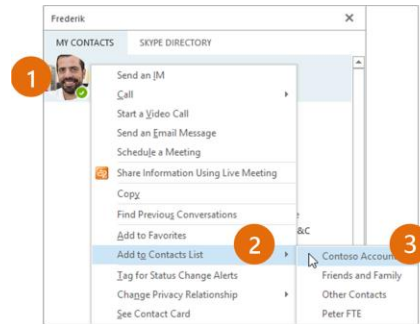


2. If the person is in your organization, stay on the MY CONTACTS tab. If not, click on the SKYPE DIRECTORY tab. It will narrow your search if you know their full name or Skype user name.

### Add a contact

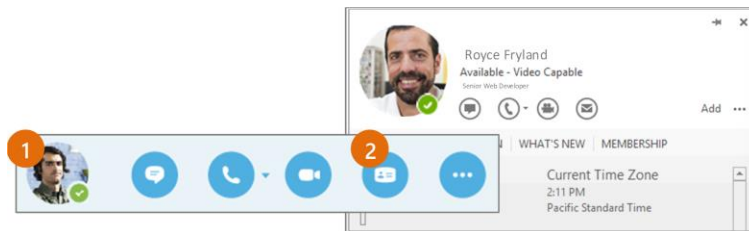
Once you find a person, add them to your Contacts list for quick access.

1. Right-click the name in the search results.
2. Click **Add to Contact List**.
3. Pick a group to add your new contact to.



### View a contact card

1. Tap a contact picture.
2. Tap the Contact Card button to open Contact Card.



## Contacts, and IM

### Find someone

Connect with people in your organization, or with friends who have a Teams or Skype for Business account.

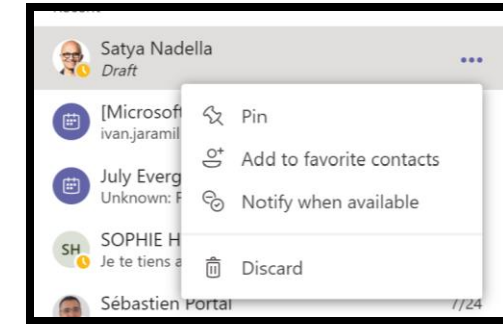
1. Type a name in the Search box. As soon as you do.



### Add a contact

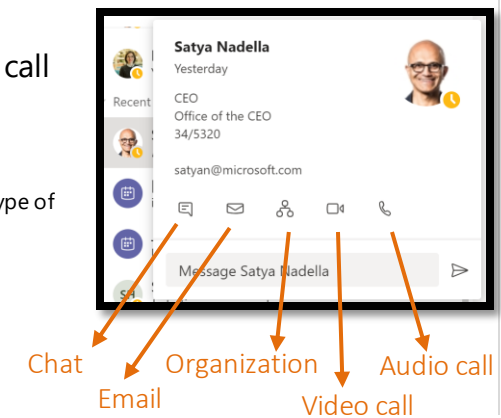
Once you find a person, add them to your Contacts list for quick access.

1. Click ...
2. Click to **Add to favorite contacts**



### Send a Chat or email or video call or audio call

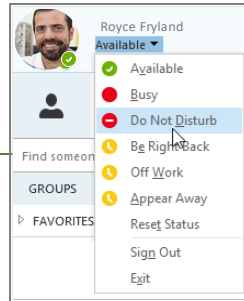
1. Tap a contact picture.
2. Tap on the correct icon to launch the type of connection that you want



## Presence

### Want to shut your virtual office door?

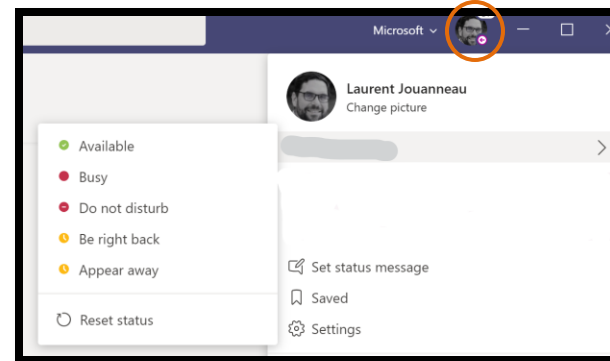
Presence is automatically set based on your Outlook calendar, but you can change it temporarily if you want to. Presence status is a quick way for other people to see whether you're free to chat. Here are the presence settings you can change:



## Presence

### Want to shut your virtual office door?

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Here are the presence settings you can change:

## Meetings

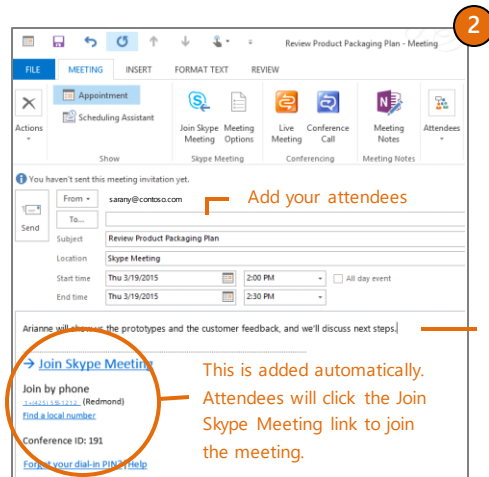
### Schedule a Skype for Business meeting

(This is an Outlook task.)

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Skype Meeting**. (If you are in Skype for Business (Lync) mode, this button still says **New Skype meeting**.)



2. Complete the meeting request just like you normally would.

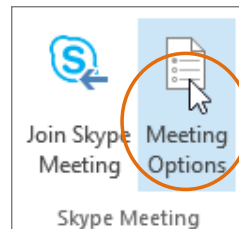


Add your agenda or meeting info

This is added automatically. Attendees will click the Join Skype Meeting link to join the meeting.

### Set meeting options

You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who has to wait in the virtual lobby.

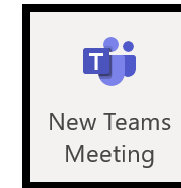


## Meetings

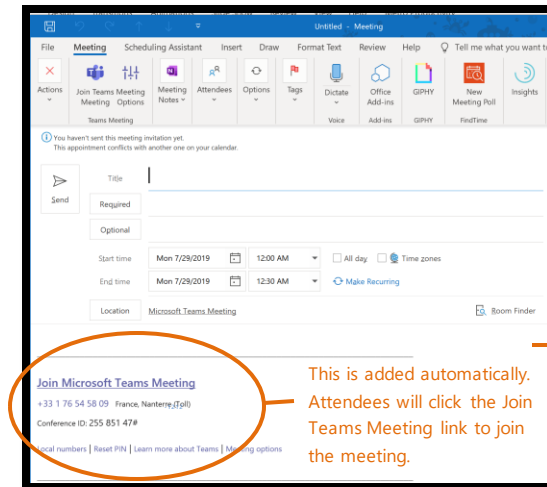
### Schedule a Teams meeting

(This is an Outlook task.)

1. Open your Outlook **Calendar**, click the **Home** tab, and click **New Teams Meeting**.



2. Complete the meeting request just like you normally would.

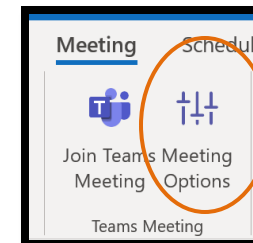


Add your agenda or meeting info

This is added automatically. Attendees will click the Join Teams Meeting link to join the meeting.

### Set meeting options

You can set some meeting options in Outlook before you even send the meeting request—like who will be able to get into the meeting directly and who has to wait in the virtual lobby.



## Sharing and collaboration

### Share your desktop or a program

Need to show everyone what you're talking about?

1. In the meeting window, click the **Present** button.
2. Click **Present Desktop** to show the entire contents of your desktop...

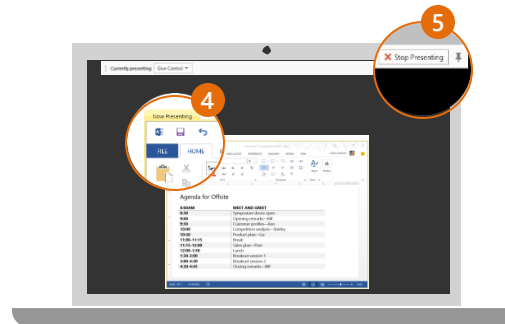
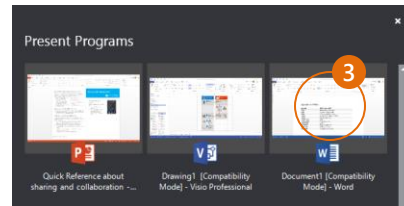
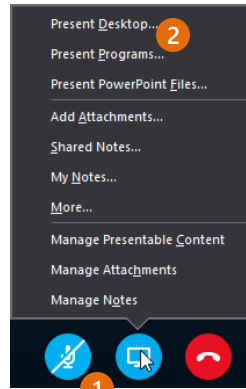
or...

Click **Present Programs** and double-click the program you want to share.

3. Double-click the program you want to share.

4. If you share a program, it will have a yellow border and a **Now Presenting** tab on your desktop.

5. To stop sharing, click **Stop Presenting** on the bar at the top of your screen, or at the top of the conversation window.



## Sharing and collaboration

### Share your desktop or a program

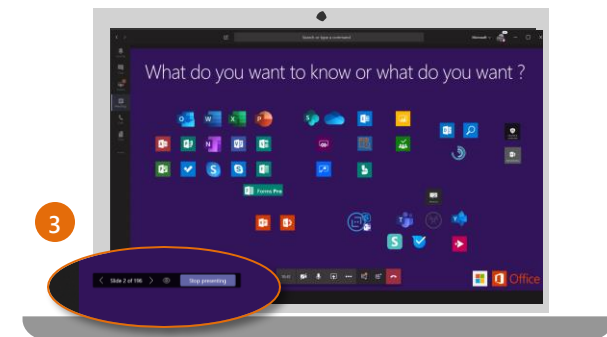
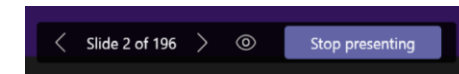
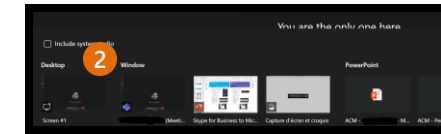
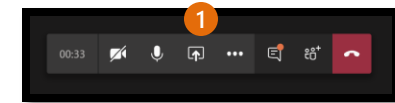
Need to show everyone what you're talking about?

1. In the meeting window, click the **Share** button.
2. Click **Desktop** to show the entire contents of your desktop...

or...

Click **Windows** of that program you want to share.

3. To stop sharing, click **Stop Presenting** on the bar at the bottom of your screen, or at the top of the conversation window.

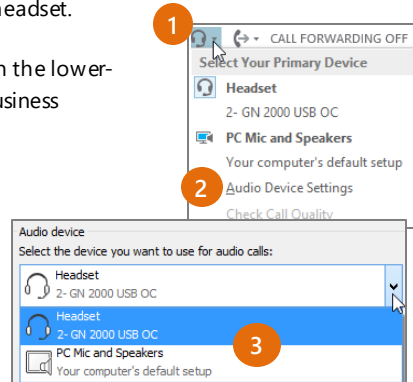


## Audio setup and making calls

### Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

1. Click **Select Your Primary Device** in the lower-left corner of the main Skype for Business window.
2. Click **Audio Device Settings**.
3. Pick your device from the Audio Device menu, and adjust the speaker and mic volume.



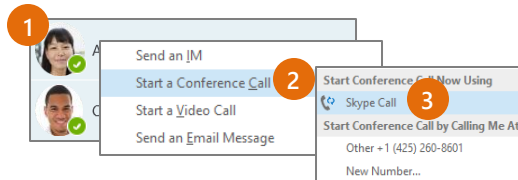
### Start a call



1. Hover on a contact's pic until the quick menu appears.
2. Click the **Phone** button.

### Start a conference call

1. In your Contacts list, select multiple contacts by holding the **Ctrl** key, and clicking the names.
2. Right-click any of the selected names, then click **Start a Conference Call**.
3. Click **Skype Call**.

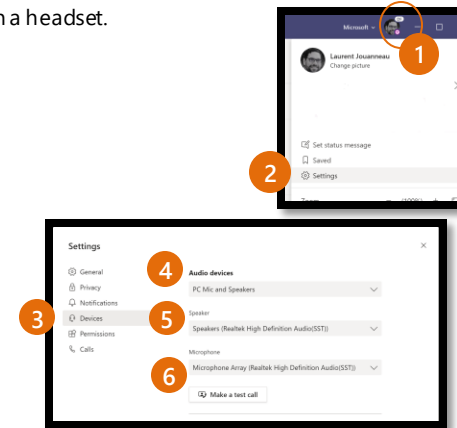


## Audio setup and making calls

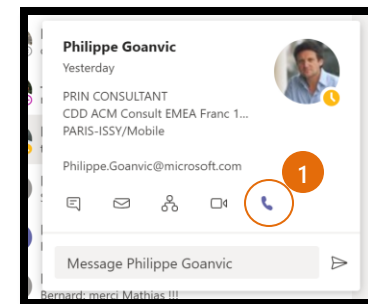
### Set up your audio device

First things first: set up your audio device and check the quality. You can use your computer's mic and speakers, plug in a headset.

1. Click on your **picture**.
2. Click **Settings**.
3. Click **Devices**
4. Choose your **Audio devices**
5. Choose your **Speaker**
6. Choose your **Microphone**



### Start a call




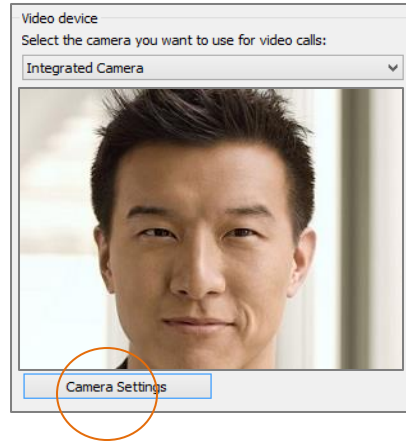
1. Hover on a contact's pic.
2. Click the **Phone** button for a call

## Video

### Set up your video device

You need a camera to share video of yourself, but you don't need one to see someone else's video.

- From the main screen, click  **Tools** then **Video Device Settings**.
- If you see you, you're set! If not, make adjustments. Click **Camera Settings**.



### Start a video call

1. Tap a contact's picture.
2. Tap the **Video** button.



A message pops up on the other person's screen asking if they want to accept your call. (To stop showing video of you at any point, just click the **Video** button again.)

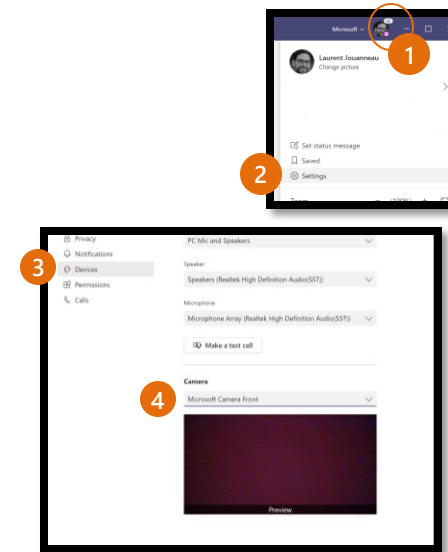
**TIP** During an IM or Skype for Business audio call, click the **Video** button to make it a video call.

## Video

### Set up your video device

You need a camera to share video of yourself, but you don't need one to see someone else's video.

- Click on your picture
- Click **Settings**
- Click **Devices**
- Under **Camera** section chose your camera



### Start a video call

1. Tap a contact's picture.
2. Tap the **Video** button.

