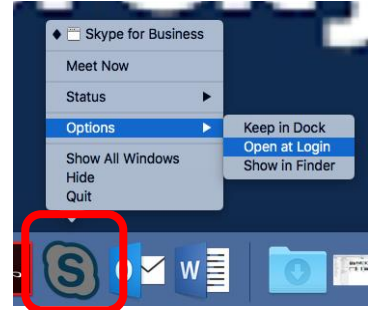


## Skype For Business (Mac)

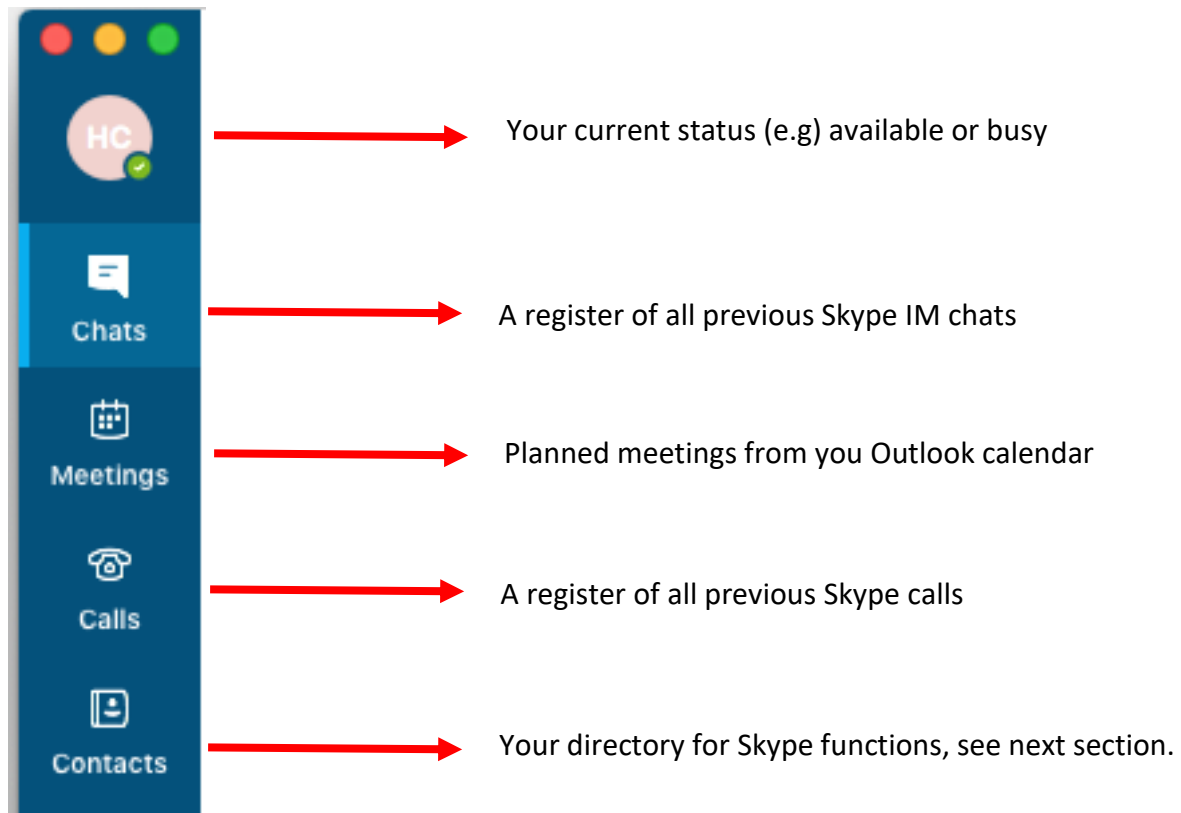
Skype is a unified communications platform used across the University.

It includes audio & video calls, instant messaging, and group conferencing & collaboration.

You can set your Mac to automatically sign-in to Skype when you log-on, select this option by right-clicking on the Skype icon.

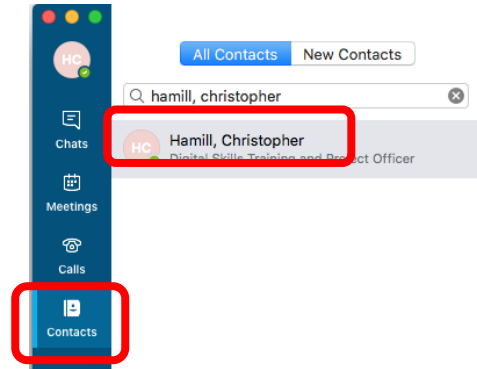


## The Skype Interface



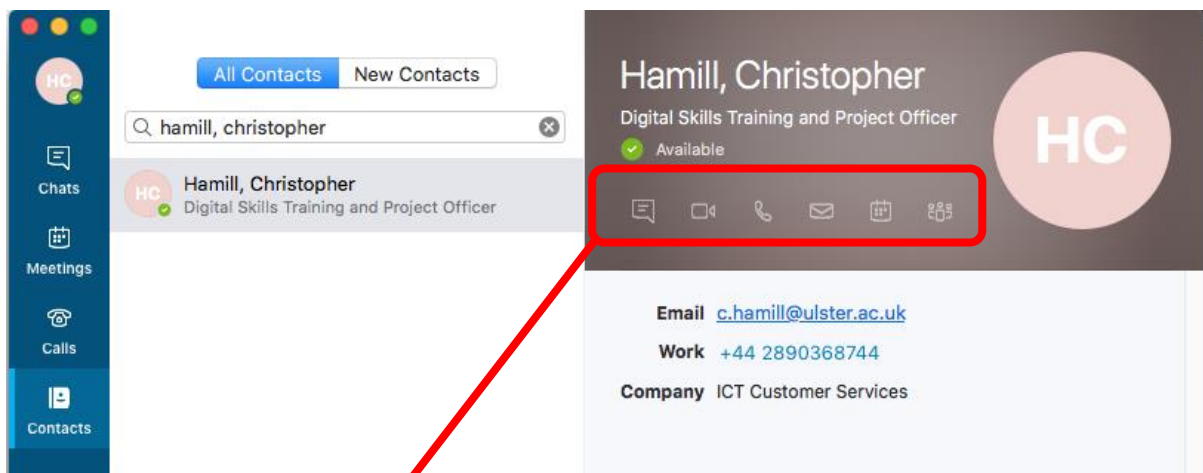
### Skype Contacts

From the **Contacts** tab, you can search for anyone within Ulster University using the search bar indicated;



### Skype Functions

Once you have selected your contact, all Skype functions are available from their contact card as shown;



Send IM



E-Mail



Video Call



Schedule Meeting



Audio Call



Add to Contact Group

### Further Support

Contact:  
[servicedesk@ulster.ac.uk](mailto:servicedesk@ulster.ac.uk)

Or visit:  
[www.ulster.ac.uk/training](http://www.ulster.ac.uk/training)