

# Resources

## Video Clips:

- [Learning the Basics](#)
- [How to Segments](#)
  - ▶ Introducing Skype for Business
  - ▶ Presence and IM in Skype for Business
  - ▶ Meet and Share Using Skype for Business
  - ▶ Make a Call in Skype for Business
  - ▶ Set up Audio and Video in Skype for Business
  - ▶ Schedule a Skype for Business Meeting



## Quick Start Guides about Skype for Business

[Quick Start Guides](#) you can view, download, print out and keep handy for yourself or staff.

*Note: Don't use Audio Setup Making Calls Start Guide/Quick Sheet as that feature is not enabled for NDUS.*

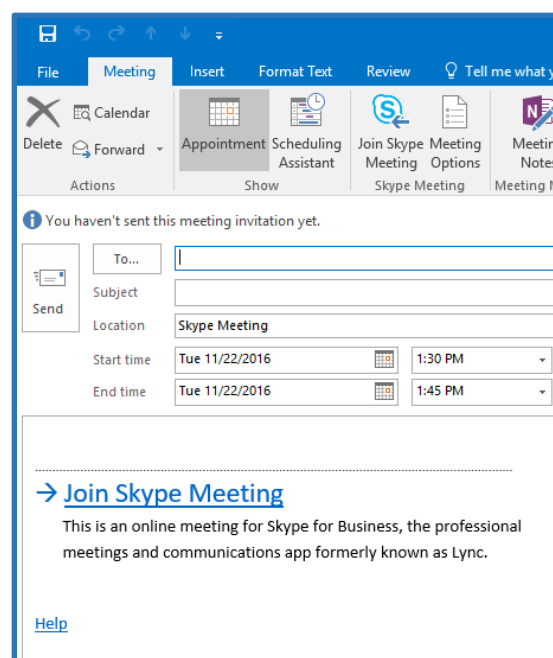
# FAQ's

## 1. How to invite others not on our Skype network:

Include them in your email when you send out the Skype invitation.

If they have Personal Skype or Business Skype, there should be no problem. If they don't have either, they will be asked to download a program.

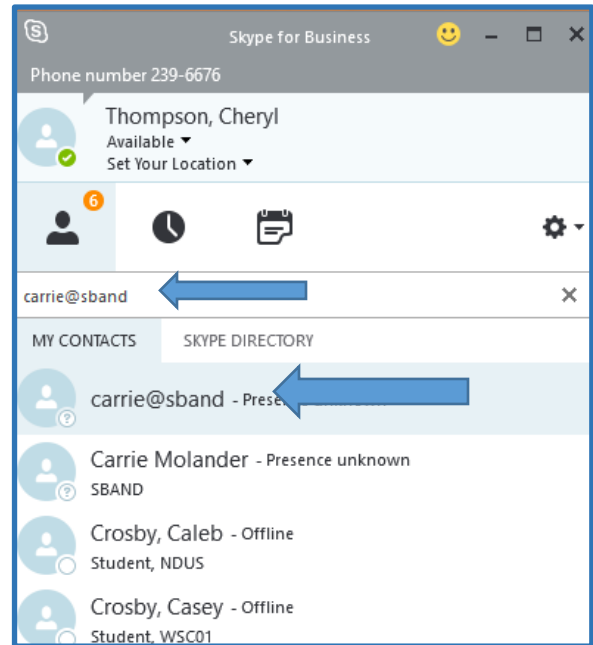
**PLEASE NOTE:** All audio during the Skype meeting will need to be voice over IP as NDUS does not have the capability to have dial in audio yet.



## 2. Is there a way to find someone on Skype that is not part of our network?

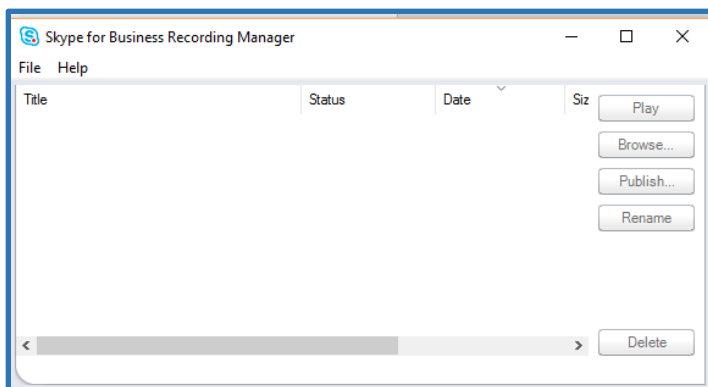
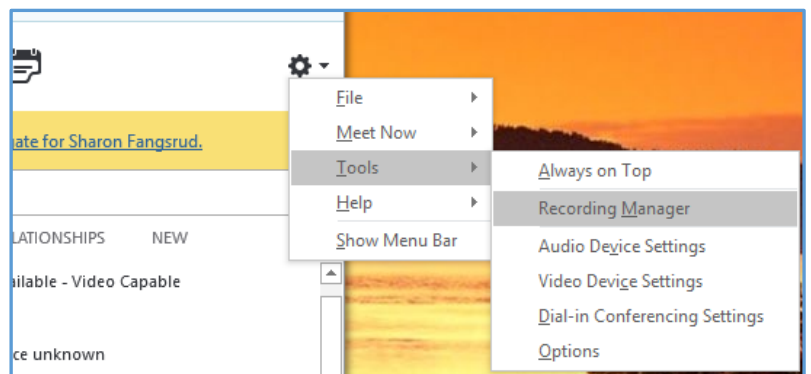
Under Find someone, enter an email address. If they have an account, it will show up

## 3. Can you record in Skype? Yes



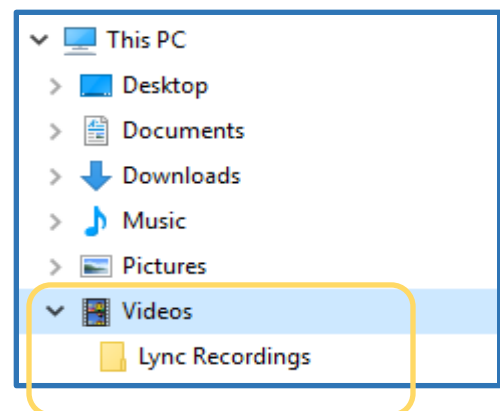
## 4. Where are the recordings stored?

Click on the gear in your Skype window, then click on Tools>Recording Manager



This window will display recordings which are in MP4 format

OR



They may be stored under Videos on your PC