

# Skype for Business (Lync) - Quick Start Guides

**For Suffolk University's Faculty and Staff ONLY.**

Getting started with IM, presence, and contacts? Want to learn how to set up Skype For Business (Lync) for calls and Skype Meetings? Schedule, join, or share during a Skype Meeting? The following guides can help. Download and print these brief guides to use as a desk-side reference. Each guide describes important features and provides step-by-step instructions to help you become a Skype for Business expert fast