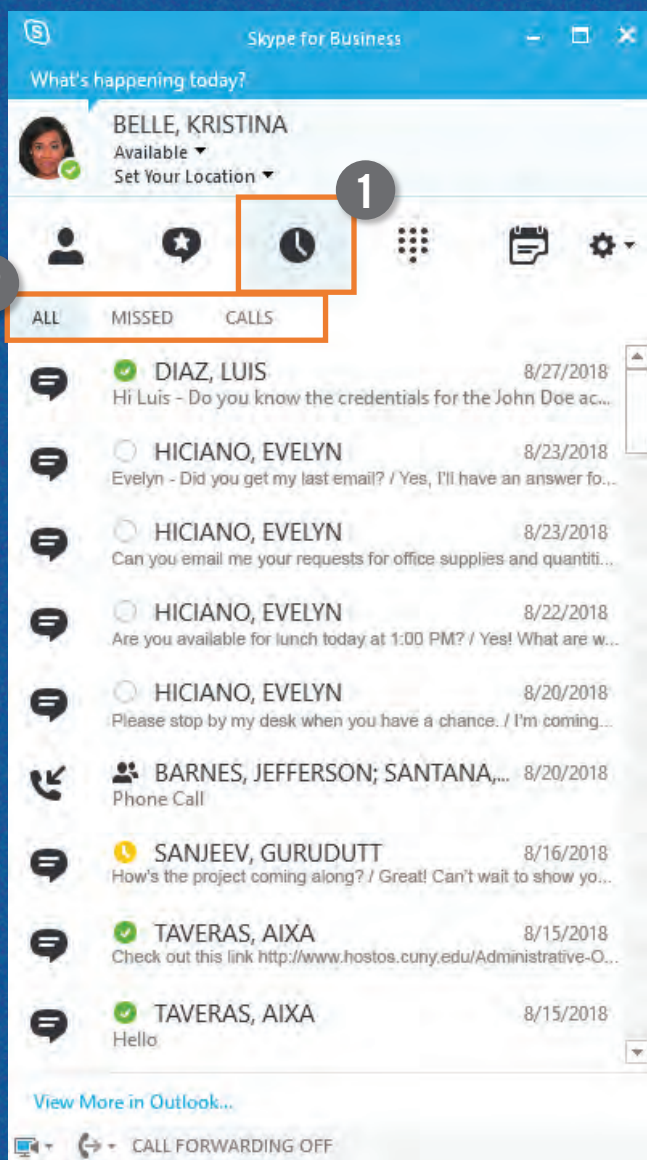




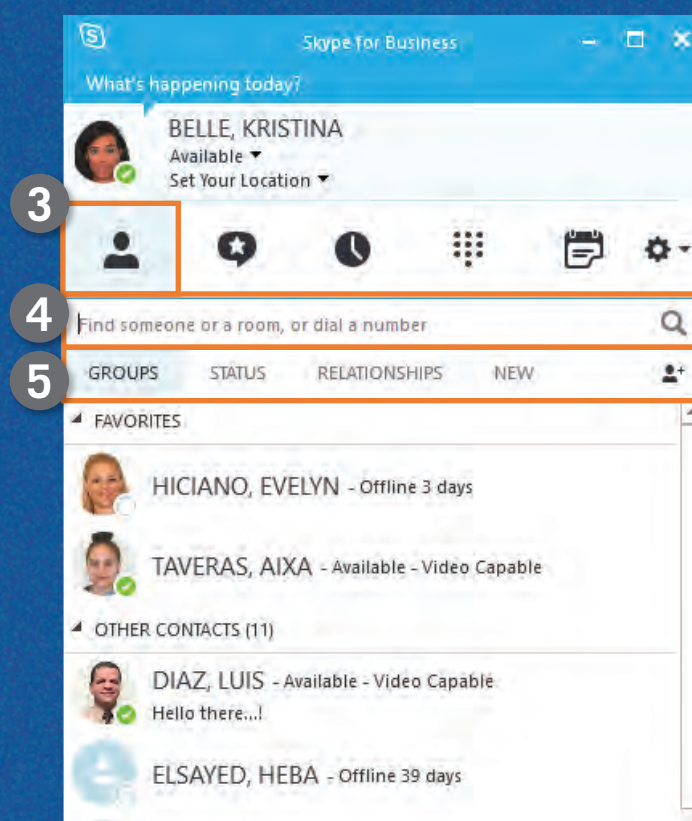
Skype for Business Desktop Client Interface

Recent Conversations



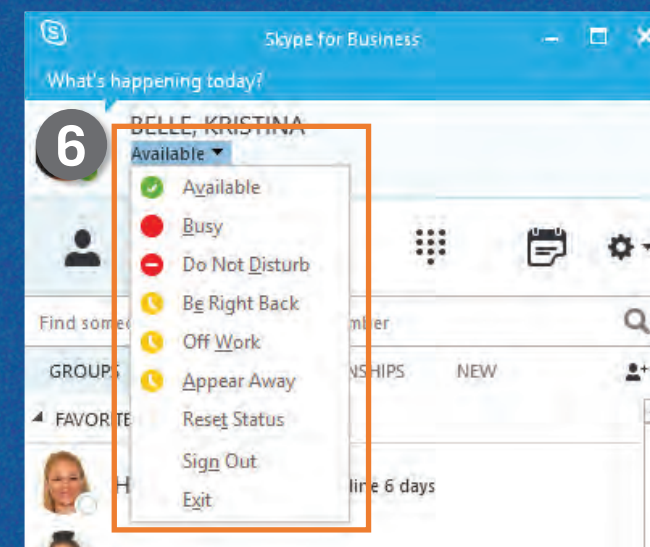
- 1 Your recent calls and conversations will appear in this tab view.
- 2 Change the view here to show missed communication and your calls.

Contacts View



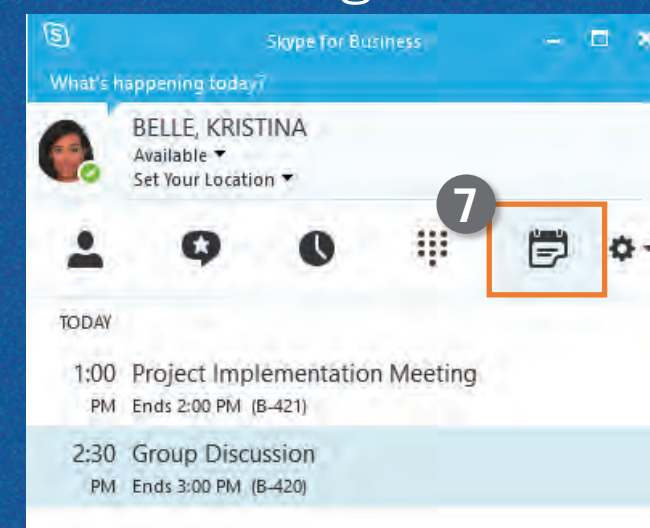
- 3 This is your default view on Skype For Business. All your contacts appear here.
- 4 Search for contacts within Hostos and the Skype directory here.
- 5 Organize your contacts by your groups, current status, relationships and new contacts you've recently added.

Status Menu



- 6 Change your presence status here.

Meetings View



- 7 Your upcoming scheduled meetings will appear here. This list is populated by your outlook calendar.