How to Contact Students for Appointments through Skype for Business

***Your student needs to have downloaded & logged into Skype for Business before you can contact them.***

**Step 1:** Open Skype for Business

**Step 2:** In the “Find Someone” box, type in the Purdue e-mail address of your student and search.

**Step 3:** Double-click on the student’s name in the search. This will open a chat window.

**Step 4:** For a video call, click on the video camera button. This will start the video call.

**Step 5:** The call will start, a pop up will ask if you want to share your video. You can click the share video button to share a video.

**Step 6:** To end the video call, click the red “hang up” button.