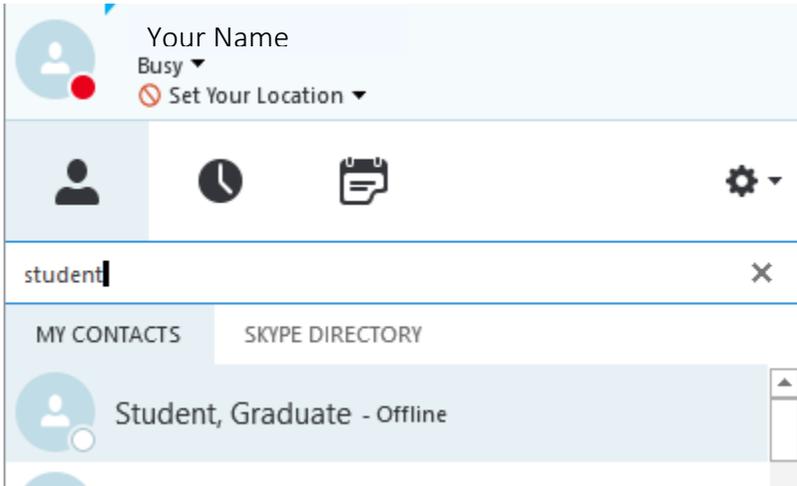


How to Contact Students for Appointments through Skype for Business

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

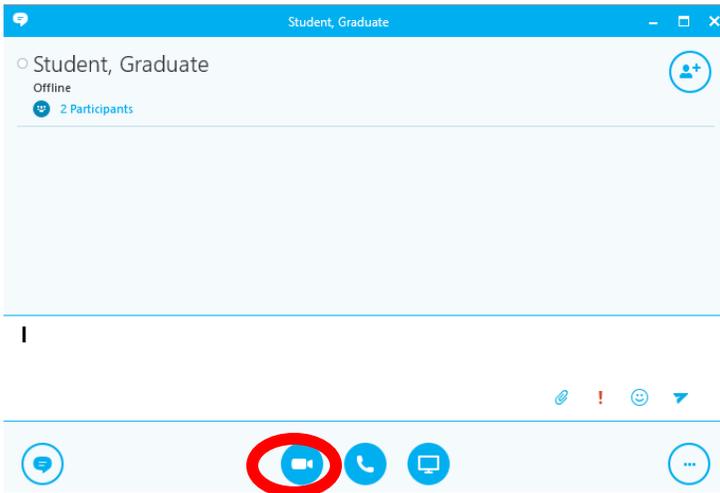
Step 1: Open Skype for Business

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.