



Quick Reference Guide 3

Skype for Business for Windows

Presence and Privacy



Presence Status in Skype for Business

Based on your Microsoft Outlook Calendar or Skype for Business activities, your **Presence** adjusts when appointments or meetings appear on your calendar, or when in an audio or video call through Skype for Business. The table below lists the Presence statuses and definitions for each.

In the Status drop-down list:

Available	Online; available to contact. Skype for Business automatically sets status to Available when you are using your computer. You can set this status to let others know you are available even when your computer is idle.
Busy	Do not want to be disturbed. Skype for Business automatically sets status to Busy when you have an appointment on your Outlook Calendar. You can choose this status from the drop-down list.
Do Not Disturb	You do not want to be disturbed and will see Skype for Business notifications only if sent by someone in your Workgroup. Skype for Business also sets status to Do Not Disturb when sharing your computer or projecting. You can choose this status from the drop-down list.
Be Right Back	Stepped away from the computer for a few moments. You choose this status from the drop-down list.
Appear Away	Computer idle for five minutes or you have been away for a specified period. Skype for Business automatically sets status to Away when your computer has been inactive for five minutes. You can choose this status from the drop-down list and adjust the length of time in Options.
Off Work	Not working and not available to be contacted. You choose this status from the drop-down list.

Skype for Business automatically sets the status based on your availability:

Presenting	Giving a presentation, cannot be disturbed. Skype for Business automatically sets this status when you are either sharing your screen or projecting.
In a call	In a Skype for Business call (a two-way audio call), do not want to be disturbed. Skype for Business automatically sets status to In a Call when you are in a Skype for Business call.
In a meeting	In a meeting, do not want to be disturbed. Skype for Business automatically sets status to In a Meeting when you have a meeting in your Outlook calendar or are in a Skype for Business meeting room.
In a conference call	In a Skype for Business conference call (a Skype for Business Meeting with audio), do not want to be disturbed. Skype for Business automatically sets this status when you are participating in a Skype for Business conference call.
Unknown	Your presence is not known. This status may appear for contacts who are not using Skype for Business as their instant messaging program.
Offline	Not signed in. You will appear Offline to people whom you blocked from seeing your presence. Skype for Business sets this status when you log off your computer.

Privacy Relationships

In Skype for Business, privacy relationships control how much presence information others see. Each of your contacts has one of five privacy relationships with you, and each relationship gives access to a different amount of information. For example, **Colleagues** can learn more about where you are, when you are available, and how to reach you than **External Contacts**, but less than **Workgroup Contacts**. **Friends and Family** can see more of this information than all the others can.

The one exception is a **Workgroup** relationship contacts that can see your meeting locations and get your attention via Skype for Business even if you have set your status to Do Not Disturb.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

Privacy Levels

This table shows what type of information is available, and to whom it is available.

	TYPE OF INFORMATION:		AVAILABLE TO:	
	External Contacts?	Colleagues?	Workgroup?	Friends & Family?
Presence Information	Yes	Yes	Yes	Yes
Presence Status	Yes	Yes	Yes	Yes
Display Name	Yes	Yes	Yes	Yes
Email Address	Yes	Yes	Yes	Yes
Title *		Yes	Yes	Yes
Work Phone *			Yes	Yes
Mobile Phone *				Yes
Home Phone *				Yes
Other Phone	Yes	Yes	Yes	Yes
Company *	Yes	Yes	Yes	Yes
Office *	Yes	Yes	Yes	Yes
SharePoint Site *			Yes	
Meeting Location #			Yes	
Meeting Subject #		Yes	Yes	Yes
Free/ Busy		Yes	Yes	Yes
Working Hours		Yes	Yes	Yes
Location #		Yes	Yes	Yes
Notes (Out-of-Office Note)		Yes	Yes	Yes
Notes (Personal)		Yes	Yes	Yes
Last Active		Yes	Yes	Yes
Personal Photo Web Address (if applicable)	Yes	Yes	Yes	Yes

- An asterisk (*) above: this information will be visible to all contacts in your organization, regardless of privacy relationship, if it is defined in an organization's directory service.
- A pound sign (#) above: this information is visible by default.

If you are running Skype for Business in Privacy Mode, older versions of Microsoft Communicator are blocked.

Enable Privacy Mode

By default, everyone (except **Blocked Contacts**) can see your presence status. To modify the privacy settings, in the Skype for Business main window, click **Options | Status**, and then do one of the following:

- click **I want everyone to be able to see my presence regardless of system settings (override default settings)**. This setting is disabled by default. **Best practice:** do not change.
- click **I want the system administrator to decide** - currently everyone can see my presence but this could change in the future. This option is enabled by default. **Best practice:** do not change.

Change Your Privacy Relationship with a Contact

- To view contacts according to their privacy relationships, in your Contacts list, click the **Relationships** tab.
- To change the privacy relationship you have with a contact, do the following:
 - in your Contacts list, **right-click** the contact,
 - point to **Change Privacy Relationship**, and then
 - click to select a new privacy relationship for the contact.

*By default, contacts are assigned the **Colleagues** privacy relationship when you add them to your Contacts list. If you have any contacts that you assigned to another relationship, you can change the privacy relationship back by selecting **Auto-assign Relationship**.*