I keep the Skype for Business program right on my task bar down here. If I click on this, it will open Skype and bring me to this window, and I'm currently in the "contacts" portion of this. If I mouse over this icon, you can see that it is indicating that I'm in contacts, and this is also indicated by the fact that the contacts icon has a light blue background.

I can also move to "conversations" which means any past conversations in Skype, and note that that that icon now has a light blue background. Or I can go to "meetings" which actually refers to the meetings that are scheduled in your Outlook calendar for the current day. There is also this icon over here to the right which is the "options" icon. The chevron allows us to see the various sub menus that are available.

Note that "file", "meet now", "tools", and "help" are also items on the top level menu up here, so you can get to any of those things through either of those two mechanisms. The most important items on the options menu are "Meet now", "Tools", and possibly, "Help."

"Meet now" opens this window, and I generally select the default option to use Skype for Business full audio and video experience. When I click "ok", it opens this window, and you'll note that at present I am the only participant, but I have the option of inviting more people from this window. We will also take a closer look at his window and other options for initiating a meeting in the next video.

I also indicated the "Tools" option on this menu is also valuable. It will give you access to the "Recording manager", "Audio device settings", "Video device settings", and other options. The recording manager gives you access to any meetings that you've recorded and saved.