Microsoft Teams

Microsoft are transitioning everyone off of Skype for Business to their new product 'Teams'. Many of the features are identical, so you should already be familiar with how to use it.
If you have an Oxford account (SSO) then you already have access to Teams:

Step 1: Download and install Teams

Teams can be downloaded on Windows/Mac by visiting: https://products.office.com/en-gb/microsoft-teams/download-app

You can also install it on Apple/Android devices by searching for 'Teams' in their App stores.

Step 2: Log in

You will be asked to enter your University email address first, then your SSO username/password.
Teams will only work with personal email accounts (not positional accounts).

Step 3: Finding People

Once logged in, you can search for any member of the University by typing in part of their name in the search bar at the top.
Their 'online status' will also be shown, indicating if they have Teams open or not.
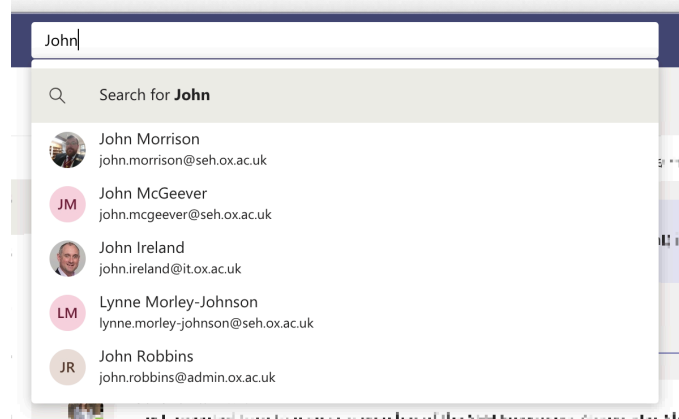
Step 4: Communicating

MESSAGING
By default, clicking on someone will take you to the 'Chat' window. Feel free to type, drag files/images to the window/etc. If the recipient is not online, they will receive an email automatically after a short while telling them that you were trying to message them.

VIDEO CONFERENCE
In the top-right of the window there are 4 buttons. Video conference, Call, Screen Sharing, and 'Add People'. Clicking the Video Conference button will begin a call to the person immediately (if they are online). You can turn your camera off, or mute your Microsoft using the built-in display controls while in the call.
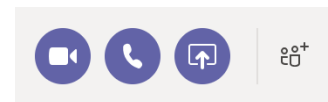
SHARE DESKTOP
Sharing your desktop is no different to initiating a video call. Click the 'Share Desktop' button (you may be asked to change your security settings, in which case please do). You can share your entire desktop, a specific open window (such as Powerpoint) or a portion of your screen.