Step 1:

Click on your start menu and then click on ‘All Programs’.

Expand the Microsoft Office 2013 folder and click on ‘Skype for Business 2015’.
Step 2:
Skype for Business should now be open. To sign in use the same username for your computer, but with “@colostate.edu” appended to the end. For example: if my sign in is “jdoe” I will sign in to Skype using “jdoe@colostate.edu” and the same password that I use to sign in to my computer.

The first time you log in to Skype a window will open asking if you would like Skype to save your login information. If you don’t want to reenter your credentials every time you start Skype click ‘Yes’.

Skype will also ask if you want to share usage information to help the developers make improvements to the program. It is safe to allow this by clicking ‘Yes’. It is also acceptable to prevent this by clicking ‘No’.
Step 3:

To add contacts click the ‘Add Contact’ button

then click ‘Add a Contact in My Organization’.
You can then type the name of your contact into the search box.

Once you find the person you are searching for, right click on their name and click either ‘Add to Favorites’ or ‘Add to Contacts List’.
To create a Contacts list click the ‘Add Contact’ button and click ‘Create a new Group’.

You can now name your new group.

You can also rename or delete groups at any time by right clicking on them.

Step 5:

You can now send instant messages to any of your contacts by right clicking on their name and then clicking ‘Send an IM’ or by double clicking their name.