

# Business and Financial Services Documentation

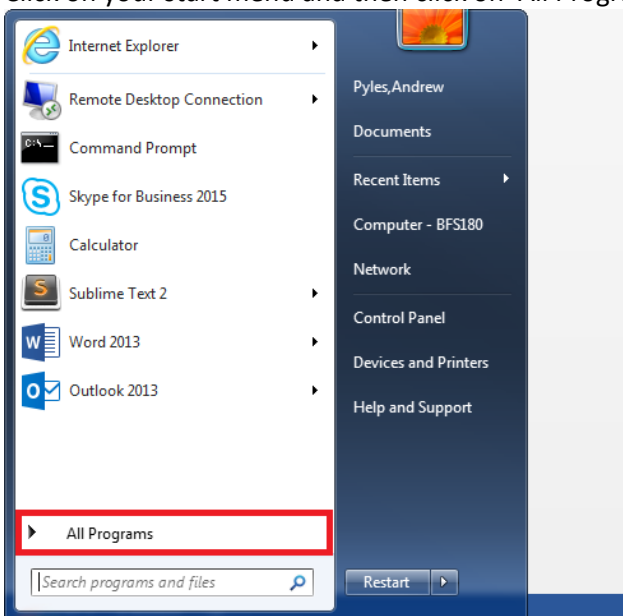
## Using Skype for Business

<SYSTEMS AFFECTED>

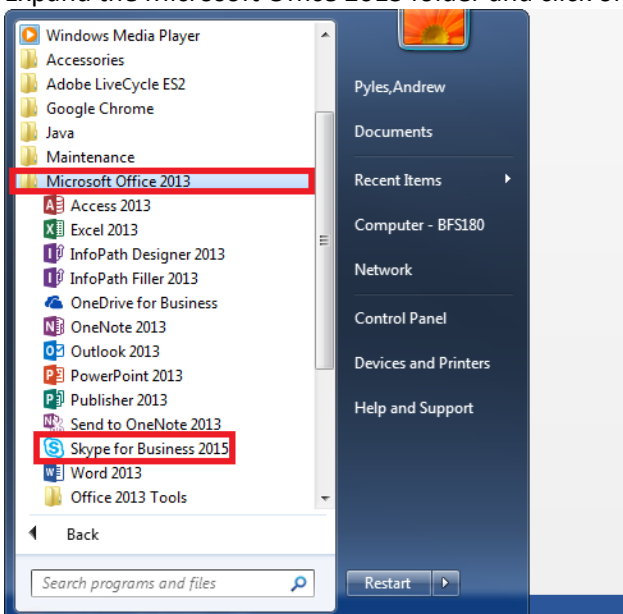
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### Step1:

Click on your start menu and then click on 'All Programs'.

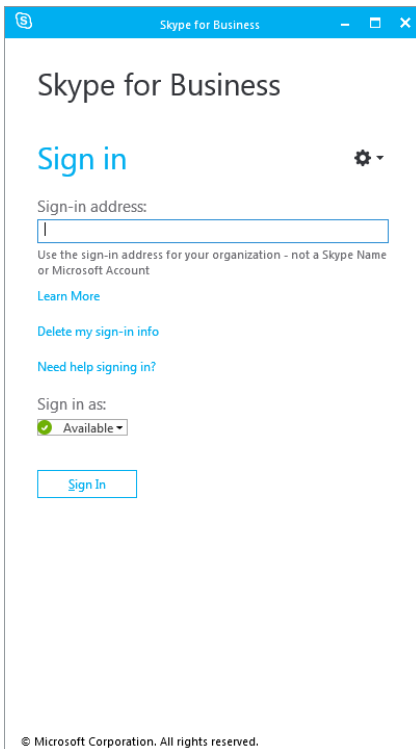


Expand the Microsoft Office 2013 folder and click on 'Skype for Business 2015'.



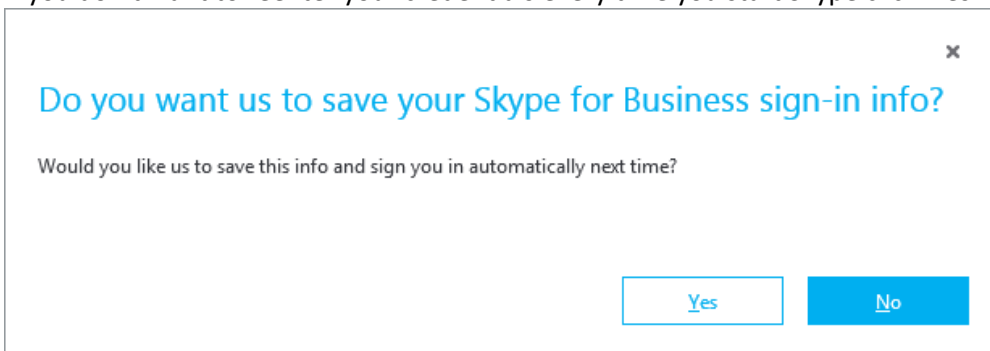
## Step 2:

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](mailto:jdoe@colostate.edu)” and the same password that I use to sign in to my computer.



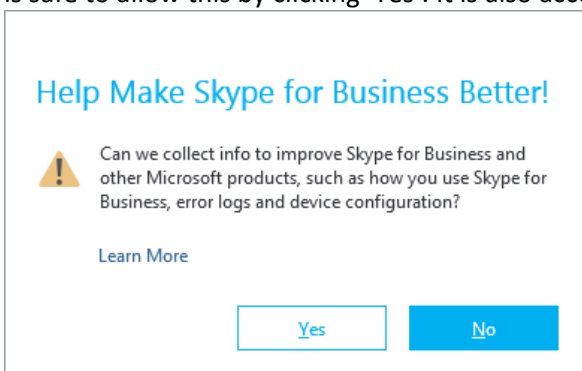
The screenshot shows the Skype for Business sign-in window. The title bar reads "Skype for Business". The main heading is "Skype for Business" with a "Sign in" link to its right. Below this is a "Sign-in address:" label and a text input field containing the letter "l". A note below the field states: "Use the sign-in address for your organization - not a Skype Name or Microsoft Account". There are three links: "Learn More", "Delete my sign-in info", and "Need help signing in?". Below these is a "Sign in as:" label and a dropdown menu showing "Available" with a checkmark. A "Sign In" button is at the bottom. The footer contains the text "© Microsoft Corporation. All rights reserved."

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'.



The dialog box has a close button (X) in the top right corner. The main heading is "Do you want us to save your Skype for Business sign-in info?". Below this is the question: "Would you like us to save this info and sign you in automatically next time?". At the bottom are two buttons: "Yes" and "No".

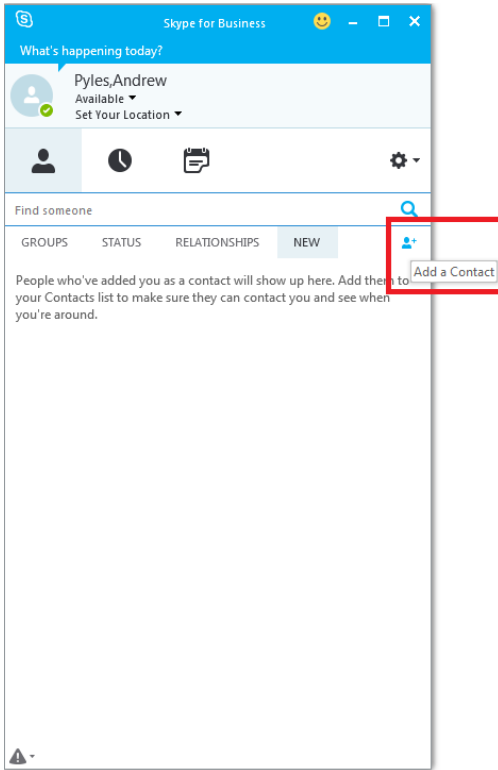
Skype will also ask if you want to share usage information to help the developers make improvements to the program. It is safe to allow this by clicking 'Yes'. It is also acceptable to prevent this by clicking 'No'.



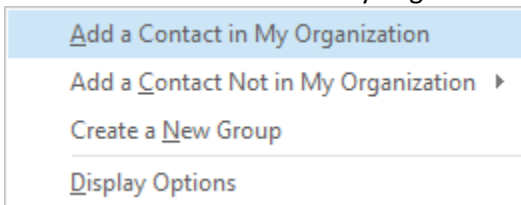
The dialog box has a heading "Help Make Skype for Business Better!". Below this is a warning icon (yellow triangle with exclamation mark) and the text: "Can we collect info to improve Skype for Business and other Microsoft products, such as how you use Skype for Business, error logs and device configuration?". There is a "Learn More" link. At the bottom are two buttons: "Yes" and "No".

### Step 3:

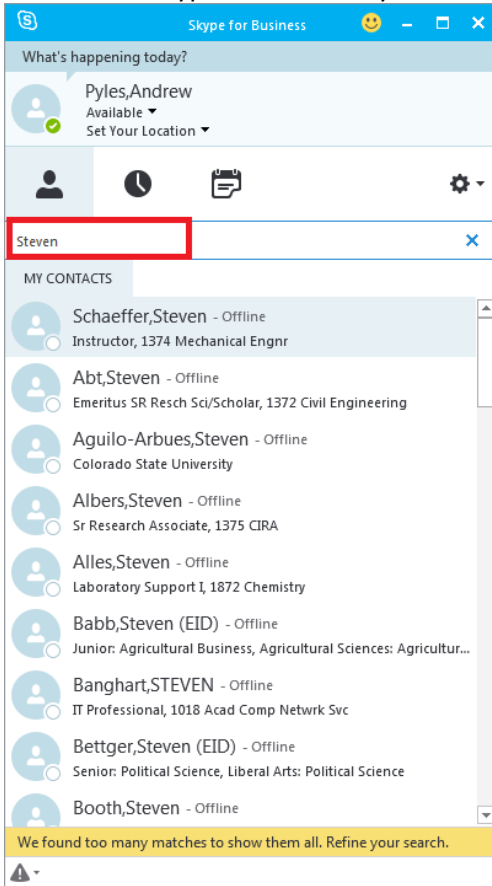
To add contacts click the 'Add Contact' button 



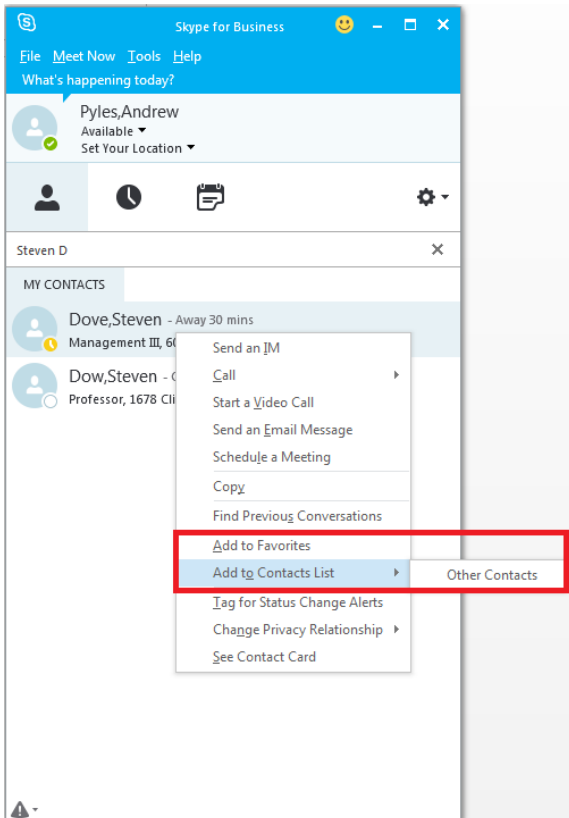
then click 'Add a Contact in My Organization'.



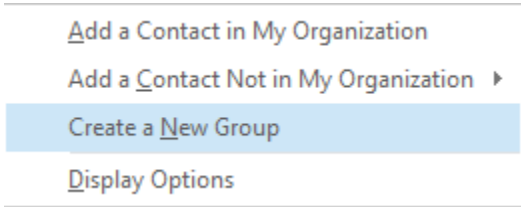
You can then type the name of your contact into the search box.



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'.



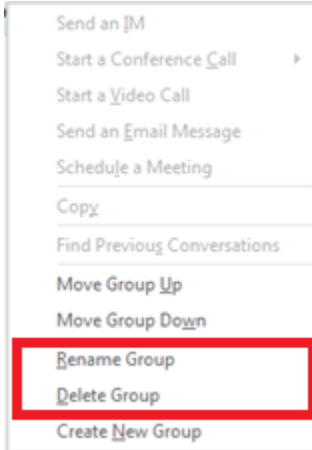
To create a Contacts list click the 'Add Contact' button and click 'Create a new Group'.



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.

