

## Directions for Students Signing into the Skype for Business Desktop Application on a Personal Windows Computer

These instructions describe the process for students signing into the Skype for Business desktop application for the first time on a personal computer. The term personal computer means a non WITC Windows computer.

These directions were created using Windows 8.1 but will work the same using Windows 7.

Microsoft Office 2013 Pro Plus must be installed first. MS Office Pro Plus is available for all students who receive a WITC email address. It includes the entire MS Office package including the Lync desktop client.

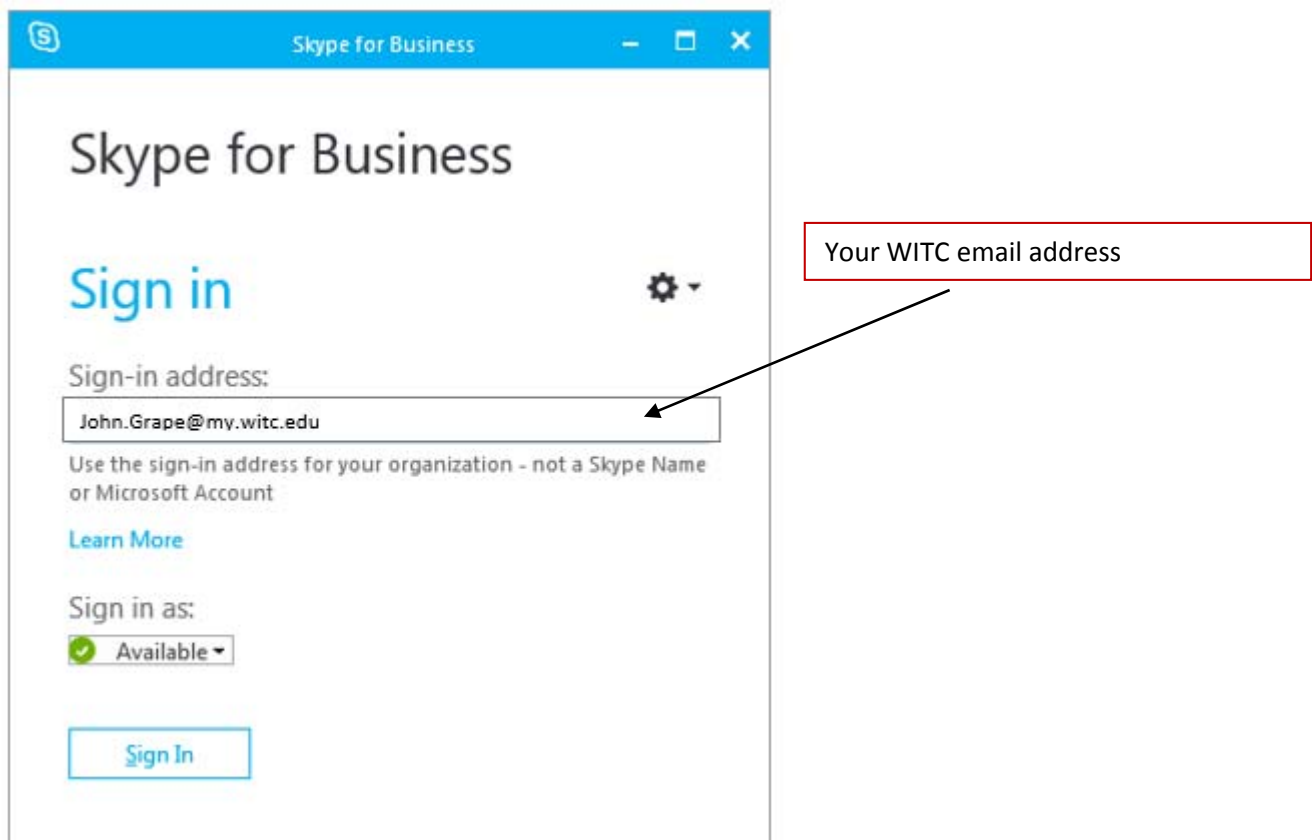
The directions for downloading and installing Office Pro Plus can be found at the link below.

<http://www.witc.edu/emailcontent/pdfs/Installing-Microsoft-Office-365-Pro-Plus.pdf>

The first step is to launch the Skype for Business desktop application. It is assumed the student will know how to launch Office applications using Windows 7 or Windows 8.

After launching the Skype for Business desktop application the screen below will be displayed. Enter your student email address in the Sign-in address.

Click on the Sign In button

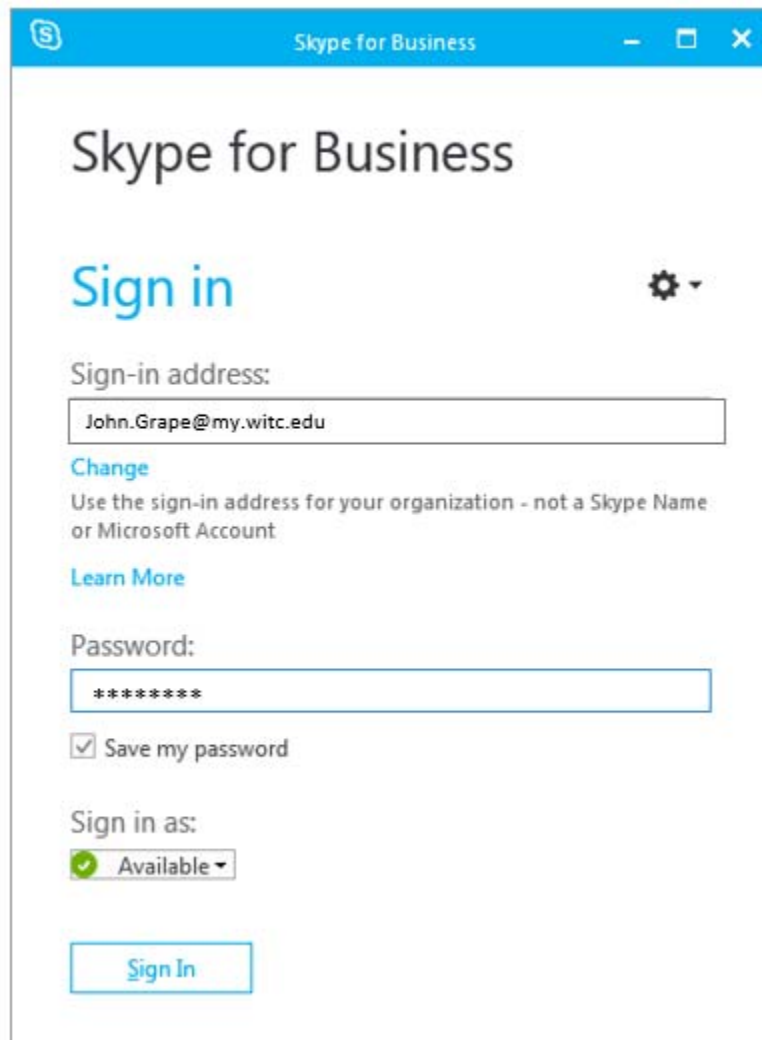


The following screen will be displayed.

Enter your WITC student email password as the password.

Leave the Save my Password checked if you plan on using this computer to access Skype for Business on a regular basis.

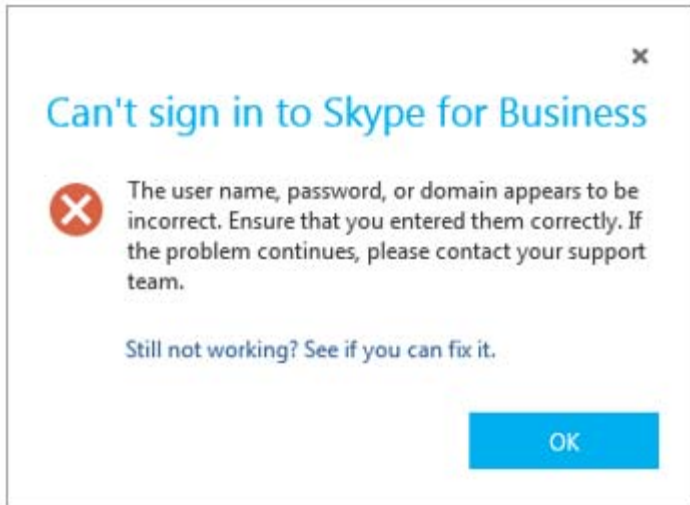
Click the Sign In button



The image shows a screenshot of the Skype for Business sign-in window. The window title bar is blue and contains the Skype logo, the text "Skype for Business", and standard window control buttons (minimize, maximize, close). The main content area is white and features the "Skype for Business" logo at the top. Below the logo is the "Sign in" heading in blue, followed by a gear icon with a dropdown arrow. The "Sign-in address:" label is positioned above a text input field containing "John.Grape@my.witc.edu". Below the input field is a "Change" link in blue. A note states: "Use the sign-in address for your organization - not a Skype Name or Microsoft Account". Below this is a "Learn More" link in blue. The "Password:" label is above a text input field containing "\*\*\*\*\*". Below the password field is a checked checkbox labeled "Save my password". The "Sign in as:" label is above a dropdown menu showing "Available" with a green checkmark and a dropdown arrow. At the bottom is a blue "Sign In" button.

This pop up below is displayed stating that Lync cannot sign you in. This is because Skype for Business needs your user name to login. Don't be alarmed by this error pop up is expected.

Click the Okay button.



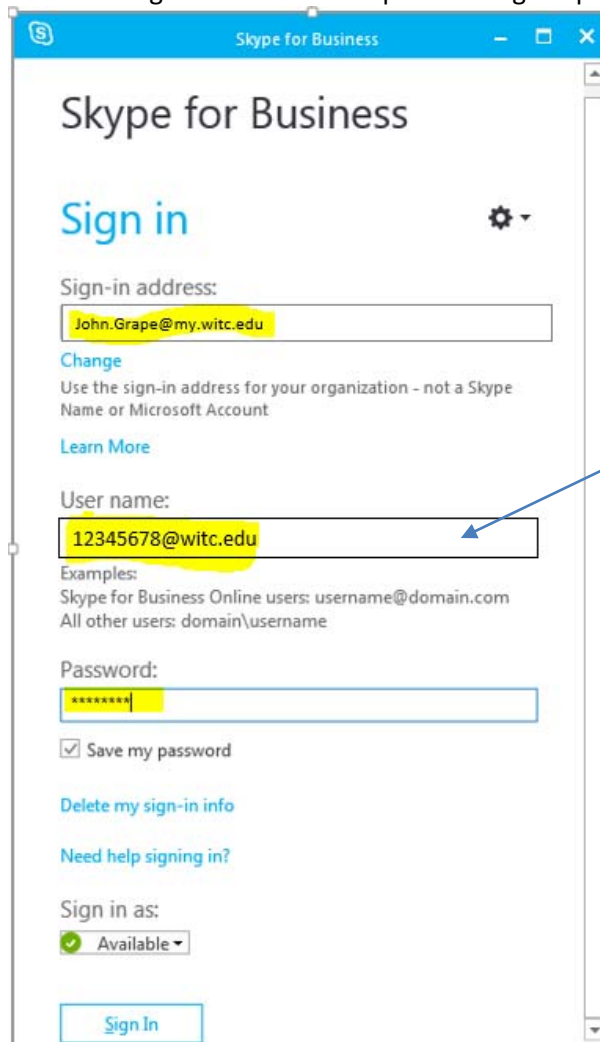
The following screen will be displayed. You will notice you can now enter a user name. Make sure that all of the credentials are entered correctly to finish the sign in process.

Sign-In address: This is your student email address.

User Name: This is your student id@witc.edu. Make sure you enter this like the example below changing the student id portion to your student id.

Password: Enter your student email password.

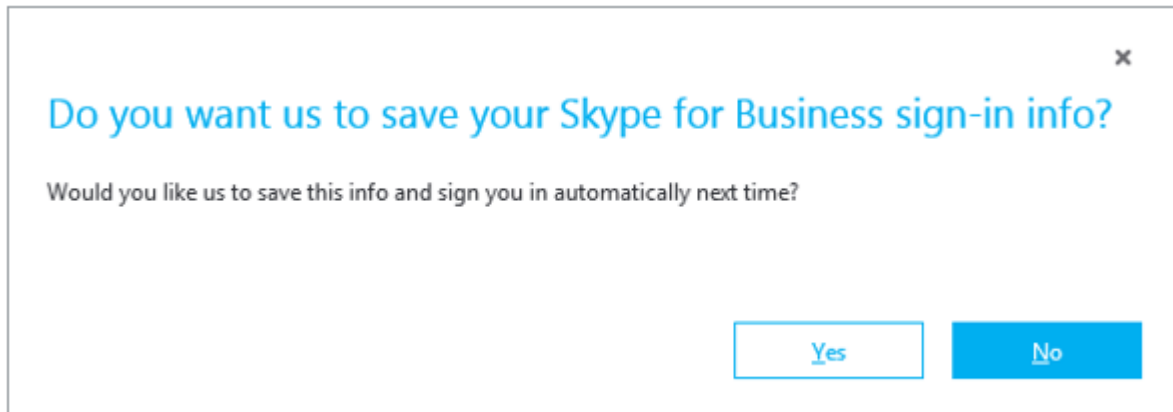
Click the Sign In button to complete the sign in process.



User Name: This is your student id@witc.edu

The following Pop up window will be displayed. Select “Yes” if you are going to use this computer to access Skype for Business on a regular basis. All of the criteria you entered above will be saved and Skype for Business will automatically launch and sign you in each time you sign into this computer.

Click on Yes or No. It is suggested to click on Yes to simplify additional Skype for Business sessions.



The following pop up will be displayed. Select “Yes” if you would like to send information to Microsoft concerning Skype for Business. Select No if you don’t want to send Microsoft information.

Click on Yes or No.



You should now be signed into Skype for Business. If you saved your login information you will be automatically signed into Skype for Business when using this computer.

The hyper link below contains several short video's to help get you started with Skype for Business (Lync).

<https://support.office.com/en-us/article/Videos-about-Lync-for-Office-365-d8a73e8d-bb5e-403e-a089-43cce91fc503?ui=en-US&rs=en-US&ad=US>

We hope you find Skype for Business useful and easy to use to collaborate with fellow students as well as instructors. If you have problems sign in please contact the WITC help desk.

<http://www.witc.edu/support/index.htm>

