Skype For Business

Quick Setup Guide

From your classroom computer locate the Skype application…

Start Button → All Programs → Microsoft Office 2013 → Skype for Business 2015
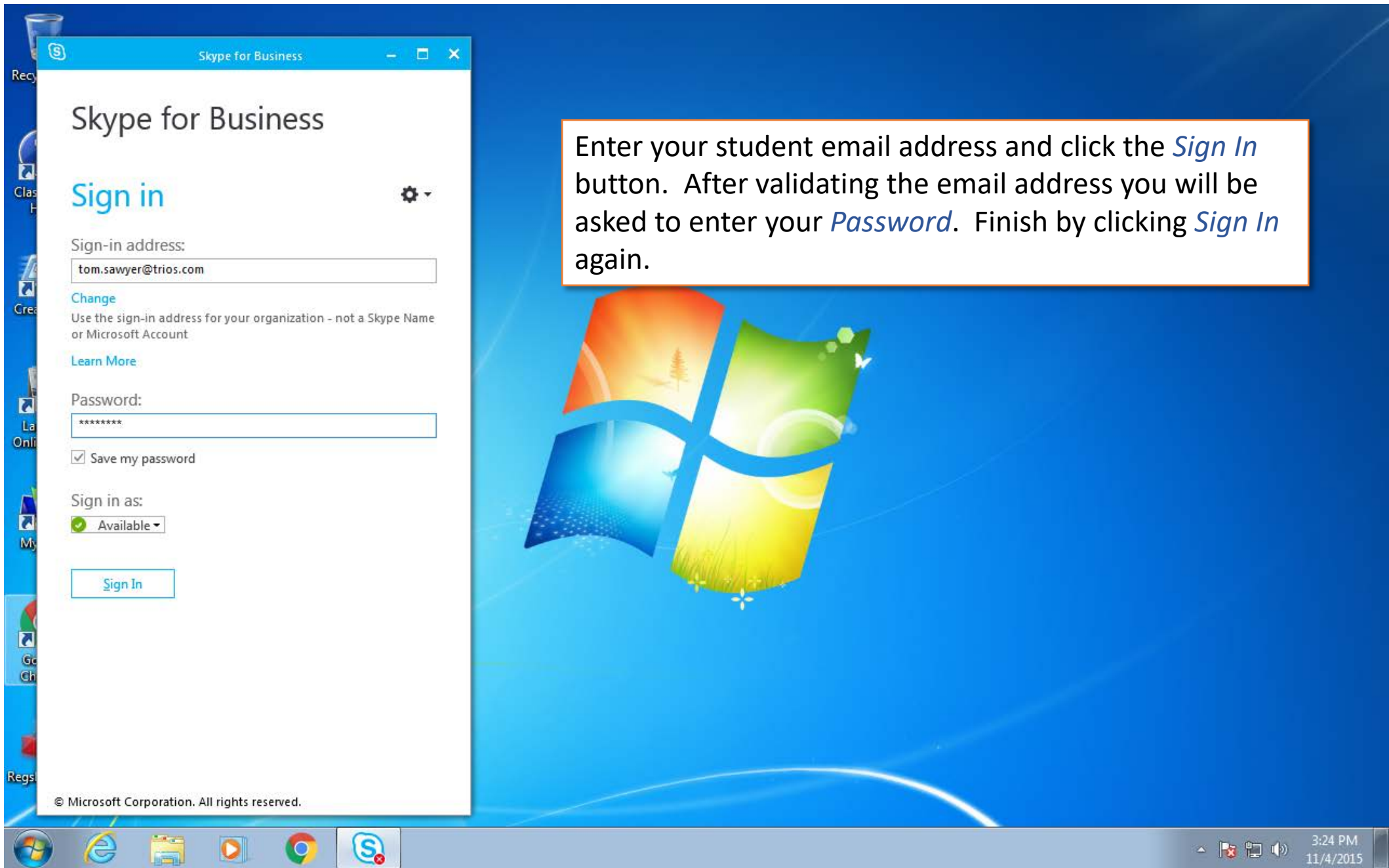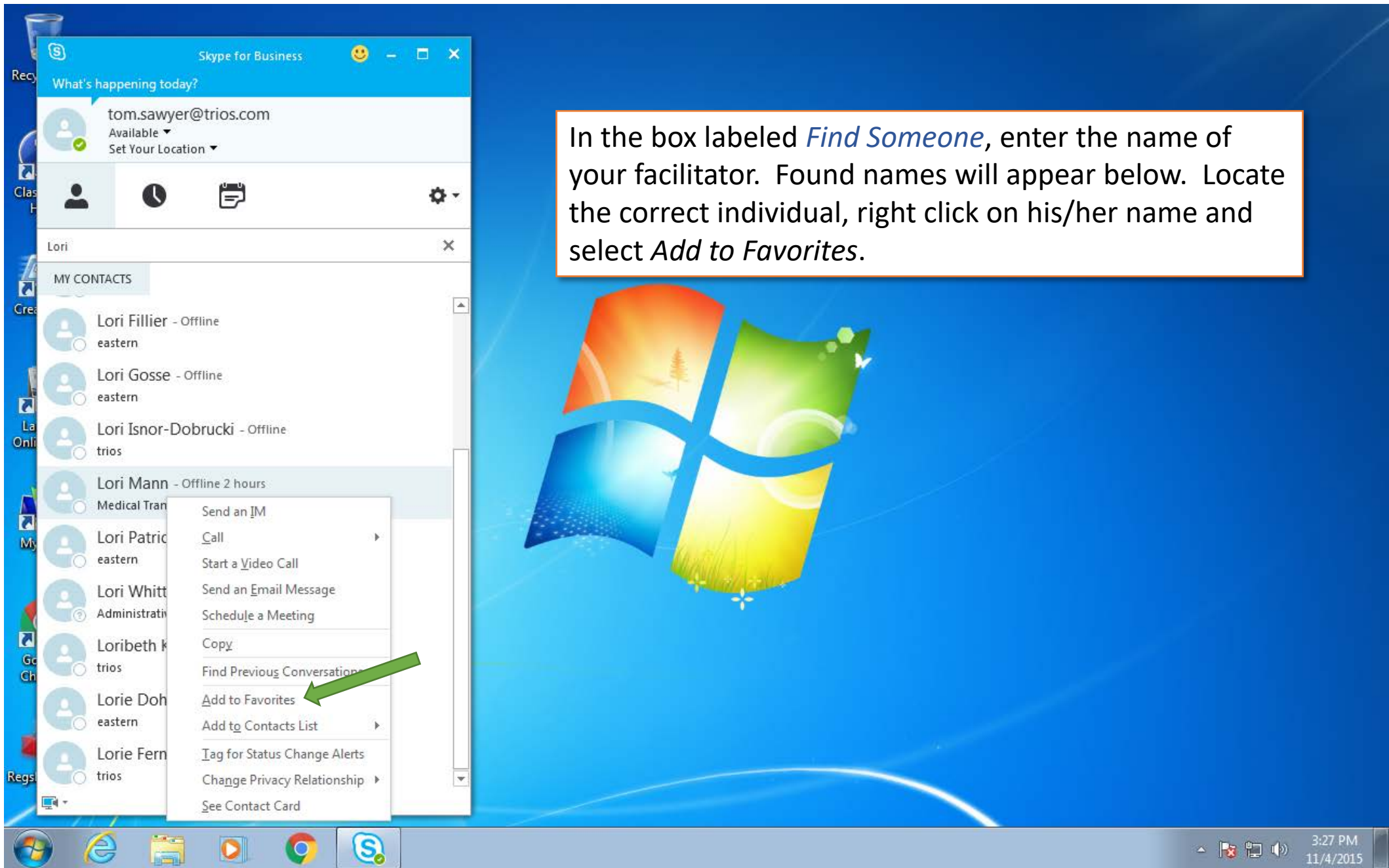
Enter your student email address and click the *Sign In* button. After validating the email address you will be asked to enter your *Password*. Finish by clicking *Sign In* again.
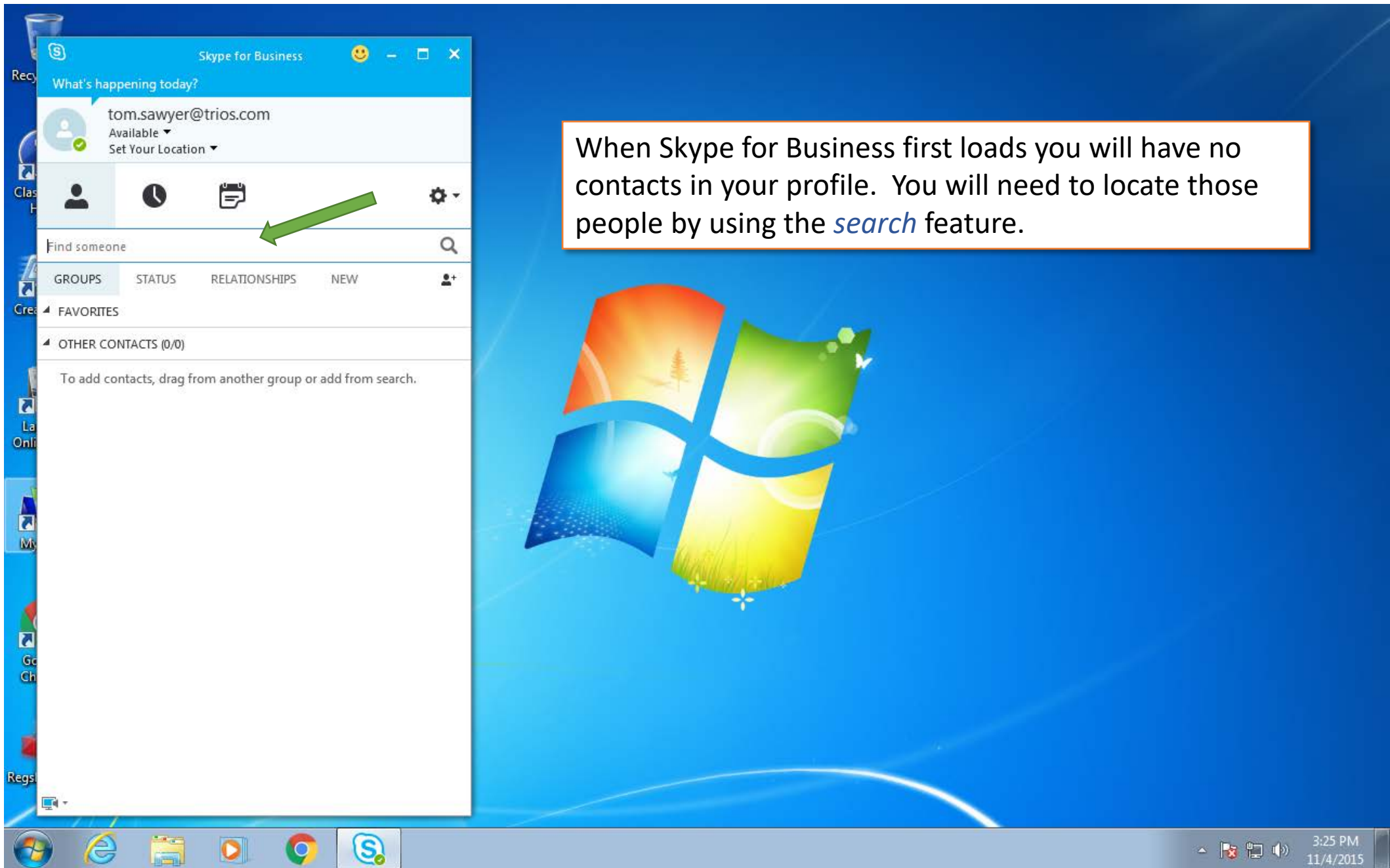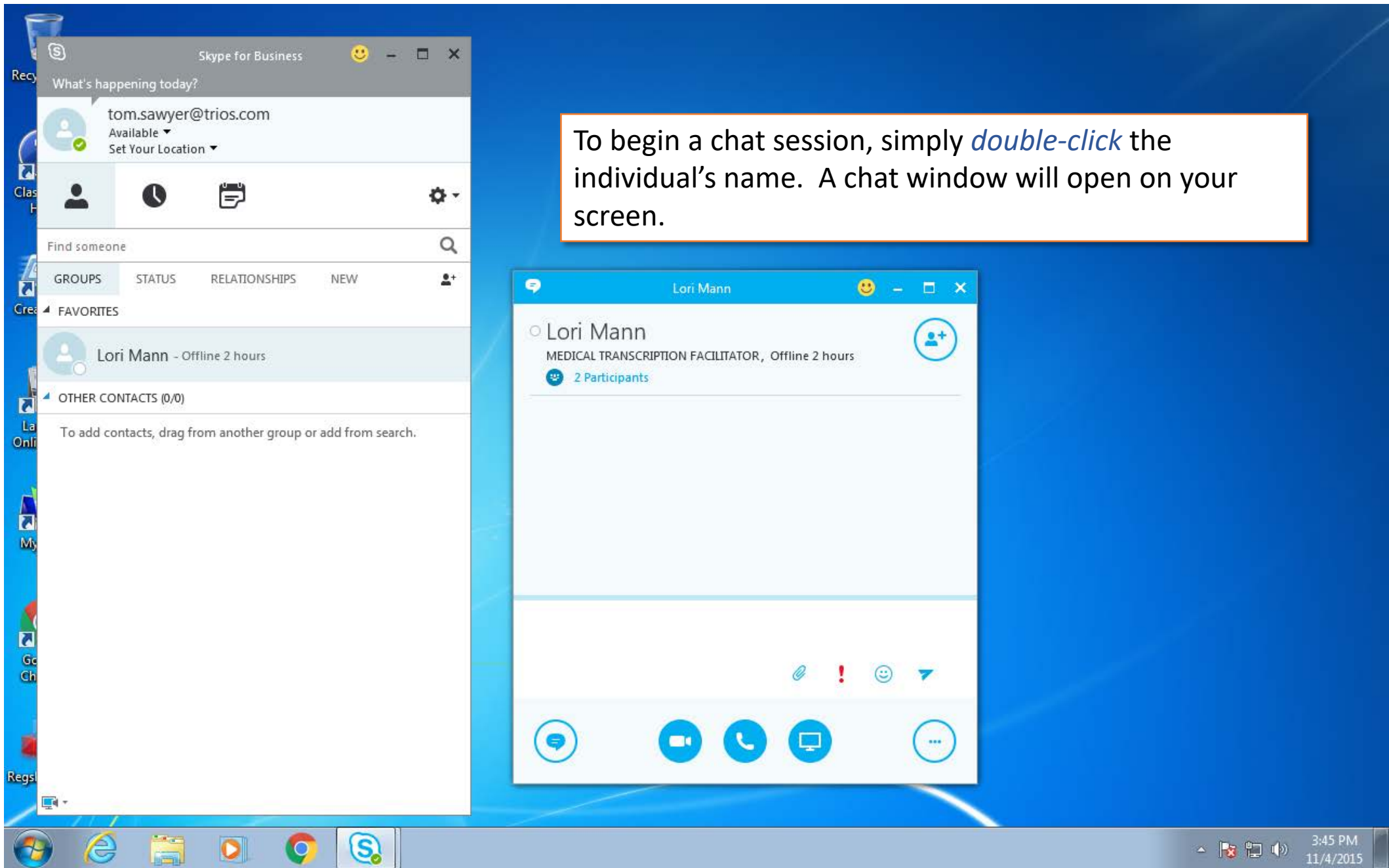
When Skype for Business first loads you will have no contacts in your profile. You will need to locate those people by using the *search* feature.

In the box labeled *Find Someone*, enter the name of your facilitator. Found names will appear below. Locate the correct individual, right click on his/her name and select *Add to Favorites*.

To begin a chat session, simply *double-click* the individual's name. A chat window will open on your screen.