

# Skype For Business

Quick Setup Guide



Recycle Bin



Classroom Help



Create VM

Start menu contents:

- Google Chrome
- Intel
- Java
- Maintenance
- Microsoft Office
- Microsoft Office 2013
  - Access 2013
  - Excel 2013
  - InfoPath Designer 2013
  - InfoPath Filler 2013
  - OneDrive for Business
  - OneNote 2013
  - Outlook 2013
  - PowerPoint 2013
  - Publisher 2013
  - Send to OneNote 2013
  - SkyDrive Pro 2013
  - Skype for Business 2015
  - Word 2013
  - Office 2013 Tools

Right sidebar:

- Tom Sawyer
- Documents
- Pictures
- Music
- Computer
- Control Panel
- Devices and Printers
- Default Programs
- Help and Support

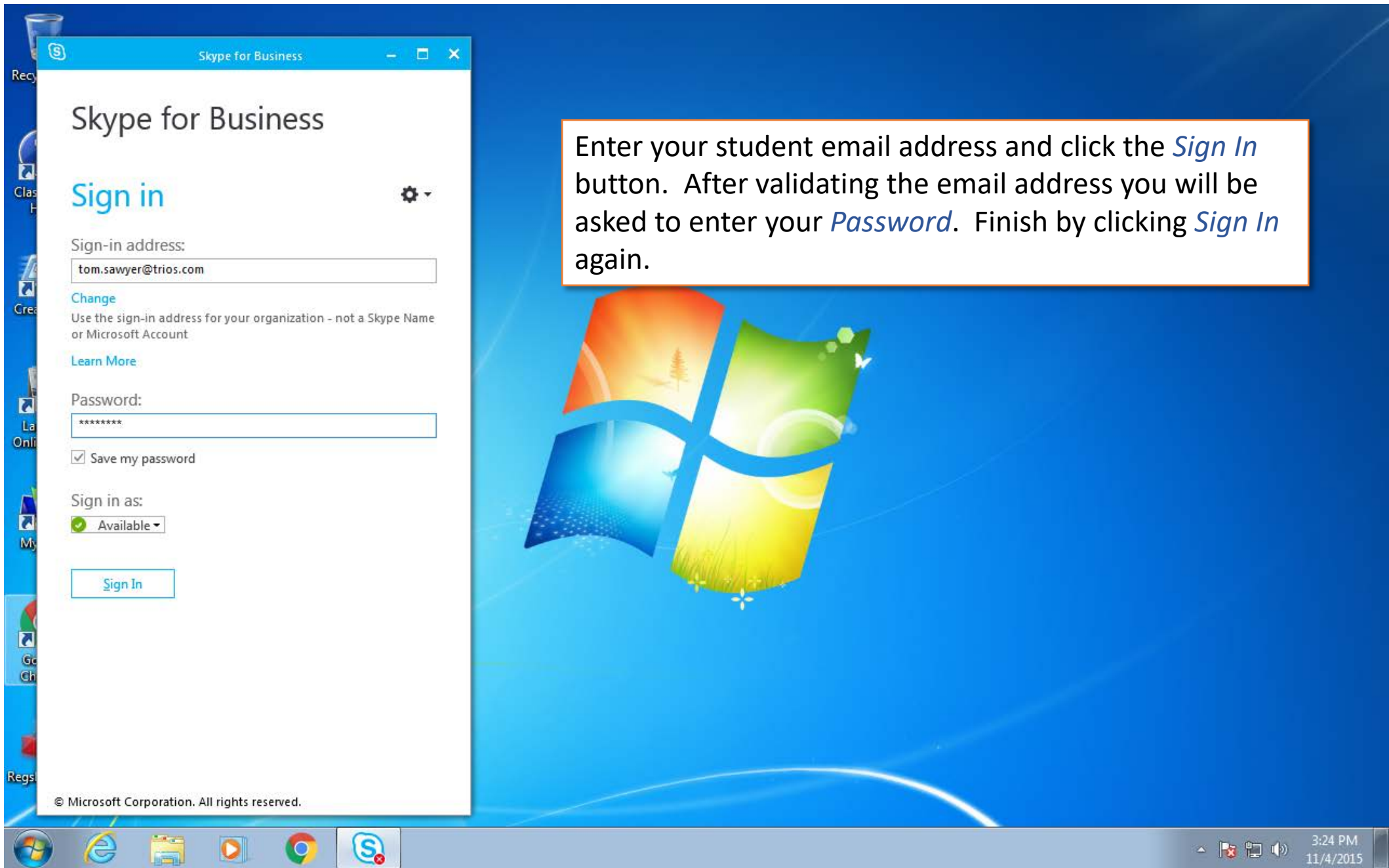
Search bar: Search programs and files

Shut down button

From your classroom computer locate the Skype application...

*Start Button → All Programs → Microsoft Office 2013  
→ Skype for Business 2015*





# Skype for Business

## Sign in

Sign-in address:

tom.sawyer@trios.com

[Change](#)

Use the sign-in address for your organization - not a Skype Name or Microsoft Account

[Learn More](#)

Password:

\*\*\*\*\*

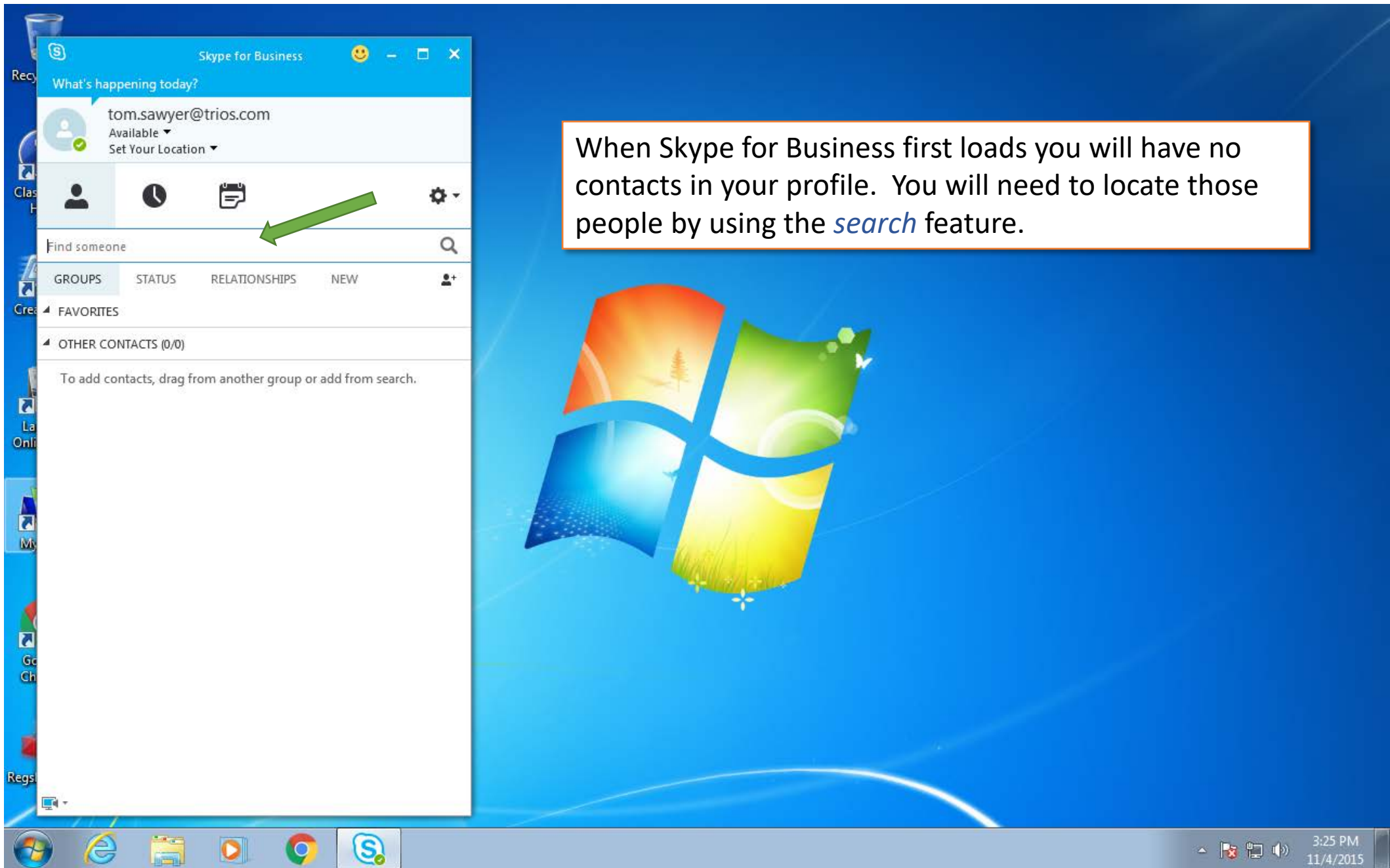
Save my password

Sign in as:

Available

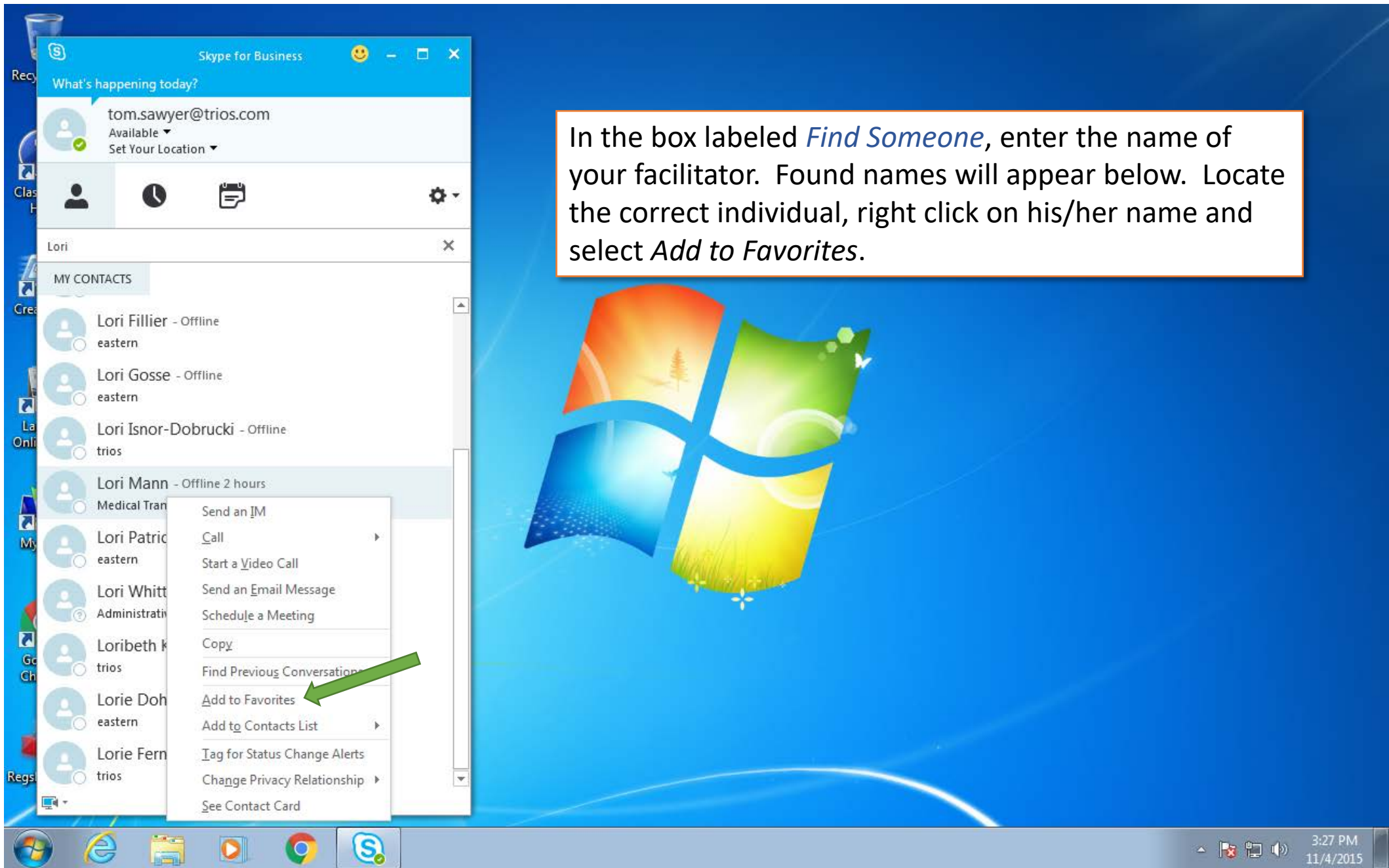
Sign In

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.



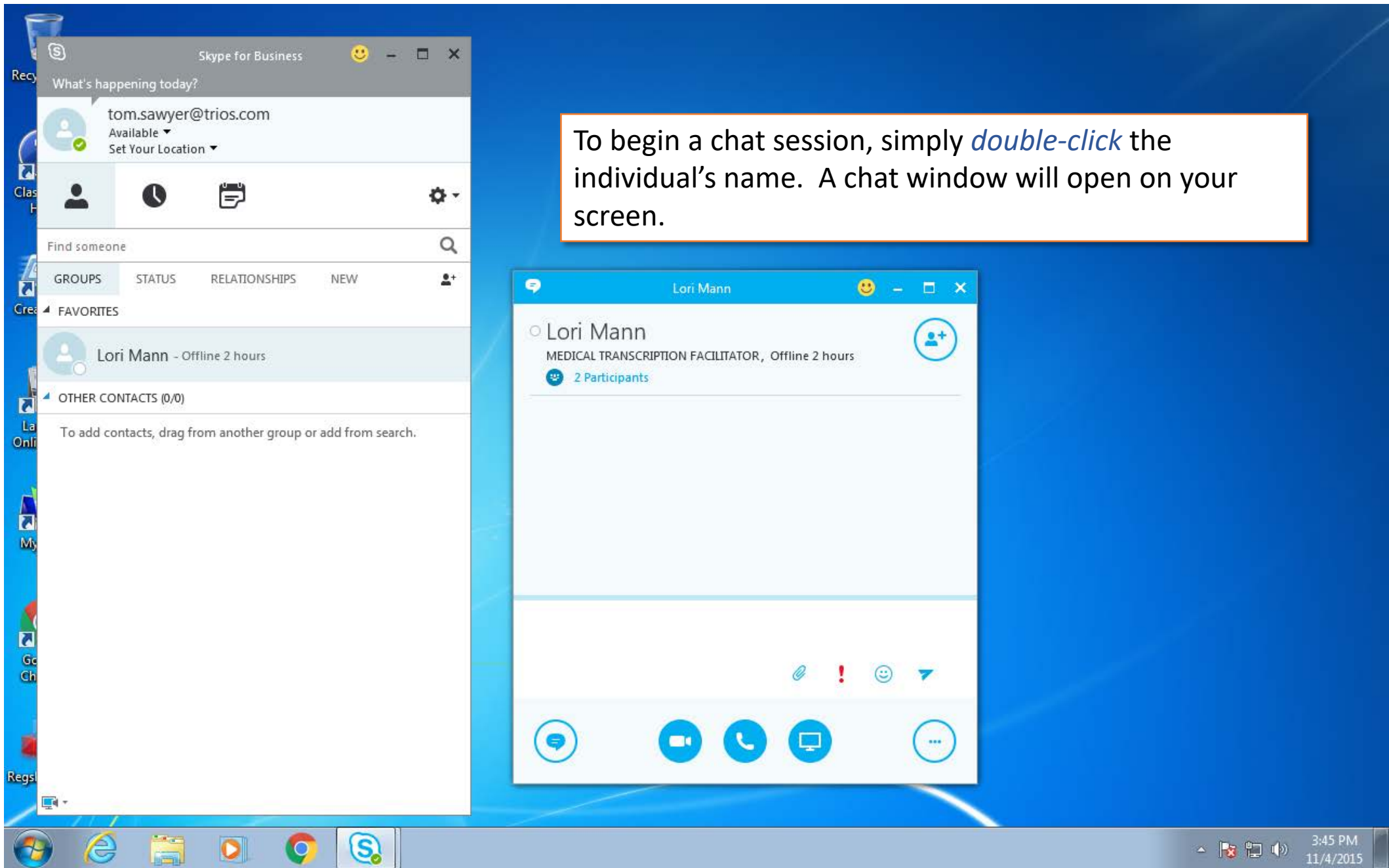
When Skype for Business first loads you will have no contacts in your profile. You will need to locate those people by using the *search* feature.





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.