Setting up and Using Skype for Business

This article is for students, student workers, staff, and faculty who wish to use Skype for Business for instant messaging, audio calling, video conferencing, emailing, and scheduling meetings. Office365’s webpage provides more specific information regarding this application.

Setting up Skype for Business

- All ITS-supported Windows and Mac computers should have Skype for Business installed. You may locate this application by searching for “Skype” in Window’s Orb or Mac Finder.
- Please see Office365’s webpage for updated information regarding Skype for Business availability.
- Students and External Users may download the regular Skype Application, which can be downloaded from https://www.skype.com.

Logging in to Skype for Business

**Students who have a Student Exchange Account:**

- Log in with your student exchange email address (student1234@ad.uconn.edu / netidwork@uconn.edu) and password.

**Students with a Google Apps Account:**

- Log in with your UConn email (first.last@uconn.edu) and NetID password.

**Faculty and Staff:**

- Log in with your UConn email (first.last@uconn.edu) and NetID password.

Note

Different departments use different username formats to log in to Skype for Business. If the computer is not managed by ITS, the customer should contact their own IT department for questions regarding their sign-in address format.

Using Skype for Business Desktop App

**Adding a Contact to Skype for Business**

1. Find somebody by searching for them through the search bar at the top of the application.
2. Right click on their name and a list of options will appear.
3. Click Add to Contacts List to add them in your contacts.

**Features of Skype for Business**

Hover over or click on the **contact picture** of the person you would like to contact. A list of features that you can choose from to contact that person will appear.

- The **Send an IM** button is used to send an instant message to the contact.
- The **Call** button is used to start an audio call to the contact.
- The **Video call** button begins a video call with the contact.
- The **Contact card** button populates that person’s contact card. This will allow you to view information about the contact like their current time zone, email address, and availability on their calendar.
- The **More options** button will open a list of other options you have while using Skype for Business. Additional options include “Send an Email Message” or “Schedule a Meeting.” You can also choose to **Block Contact**, **Remove from Contacts List**, or **Clear Request** if you no longer wish to have this person show up in the contacts list.

**Using Skype in Office 365 Web Access**

1. Click the Skype icon in the upper right-hand corner of your inbox.
2. Click address book icon to find desired contact.
3. Type message in the bottom of the Skype column.
4. To close the Skype column, click on its icon again in the upper right-hand corner.

Related articles

- Microsoft Teams
- Setting up and Using Skype for Business