

# Skype For Business

## Getting Started Guide

March 2020

Skype for Business is a text, audio and video messaging system provided as part of the Microsoft Office Suite.

Skype for Business is supported by Cornell Information Technology.

### You'll Need:

#### ◆ Computer or Mobile Device

**IMPORTANT:** For mobile devices, be sure to select and download "SKYPE FOR BUSINESS"

#### ◆ Internet connection

#### ◆ (Optional) Headset with microphone for better call quality

### Online

### Resources:

#### Cornell IT

<https://it.cornell.edu/skype-win>

#### CCE Staff Site

<http://staff.cce.cornell.edu/units/it/zoom-and-skype-business>

#### LinkedIn Learning

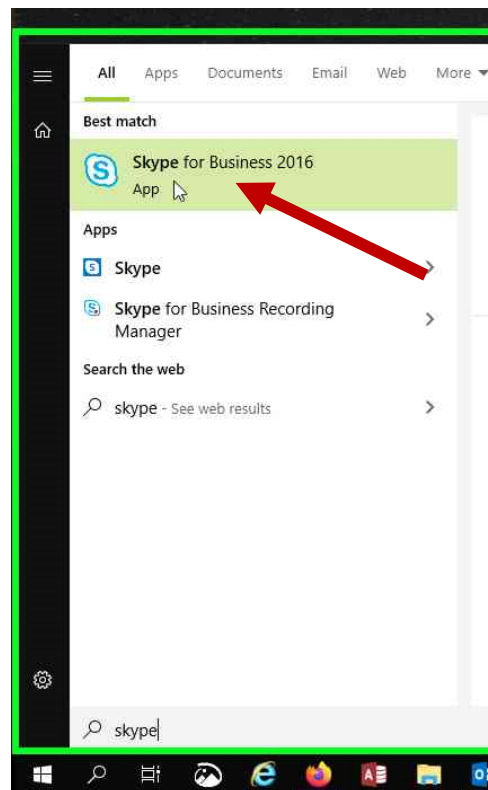
<https://www.linkedin.com/learning/skype-for-business-essential-training>

### Logging In

1. Click on the Start [Windows icon]
2. Start typing in **Skype** (to begin the search for 'Skype for Business')
3. Click on 'Skype For Business'

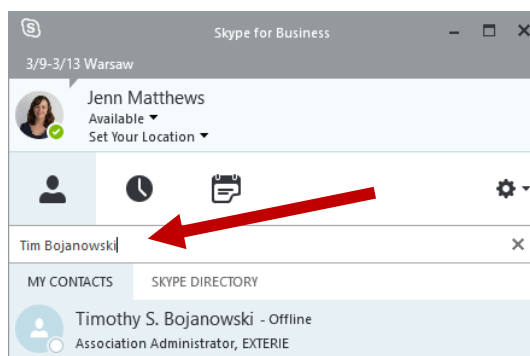
**Please note:** There is a Windows 10 Skype app. Do **NOT** use this version. It is not connected to your Cornell account.

4. In the "Sign-in address" field, enter in your Cornell e-mail address.
5. Click 'Sign In'



### Q. How do I find and message my co-worker?

- A. In the search field, type in the name of the person. Search results will be shown below. Double click on the person's name to open up a chat window to begin typing a message.



## Skype for Business

### Sign in

Sign-in address:

Use the sign-in address for your organization - Microsoft account

[Learn More](#)

[Delete my sign-in info](#)

Sign in as:

Available

**Helpful Tip:** If this is a person you will chat with on a regular basis, right click on his/her name and choose to "Add to Favorites" or "Add to Contacts List".

## Learn more about how to use Skype

### Cornell IT

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### CCE Staff Site

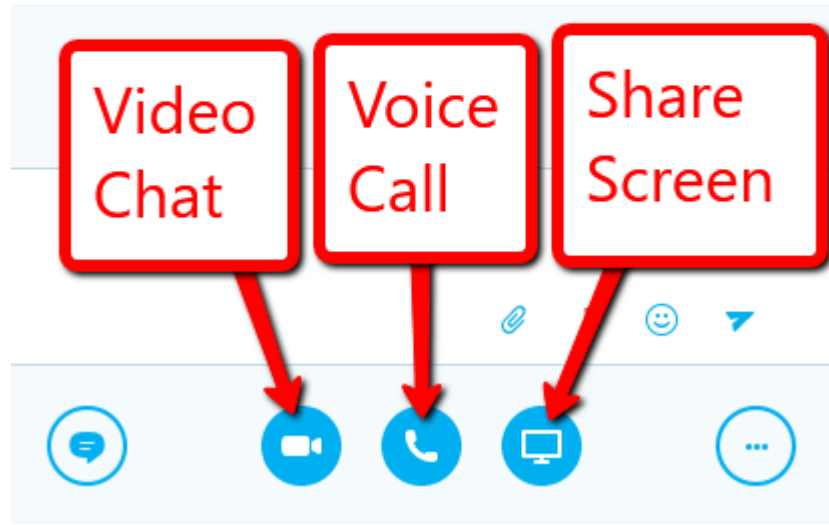
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## Q. What else can I do on Skype, other than instant messaging?

A. After double-clicking on a contact, a chat window will appear. At the bottom of the chat window, there are options to start a video chat, a voice call and for sharing your screen.

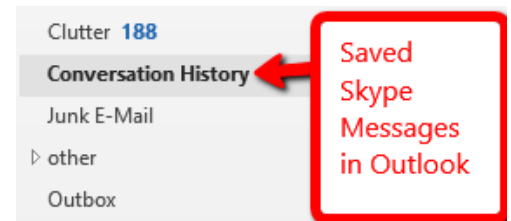


## Q. Can I Use Skype for Business to Communicate with Skype Users Outside of Cornell?

A. Yes, Cornell has enabled federation to allow Skype for Business to communicate with Skype and external Skype for Business users.

## Q. How do I find previous Skype messages sent to me/from me?

A. Open Outlook and scroll down to find a "Previous Conversations" folder. All chat sessions are saved here.



## Q. How do I stop Skype from starting automatically?

1. Click the gear icon.
2. Click on Tools.
3. Click on Options.
4. Under Personal, uncheck the box "Automatically start the app when I log on to Windows"

