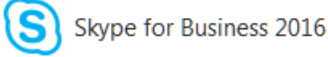
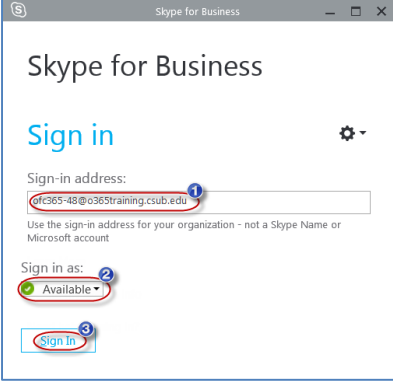
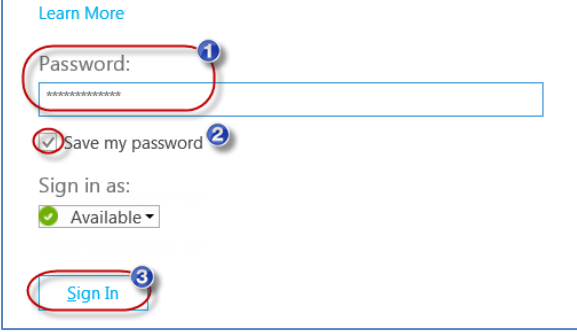
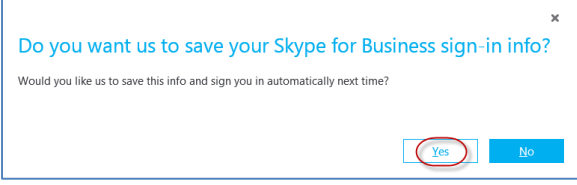




Signing into Skype for Business

With Skype for Business, you can use Instant Messaging, conduct virtual meetings, and share your desktop. To begin, you will need to sign-in to Skype for Business. These instructions will guide you in this process.

<p>1. Open Skype for Business</p>	
<p>2. On the Sign In screen,</p> <ul style="list-style-type: none"> In the Sign-in address, enter your email address, such as netid@csub.edu Under Sign in as, select your availability, such as Available Click Sign In 	
<p>3. After Skype checks the server,</p> <ul style="list-style-type: none"> In Password, enter your password Check Save my password Click Sign In 	
<p>4. When prompted to save sign-in info, click Yes</p>	
<p>5. Skype for Business opens.</p>	