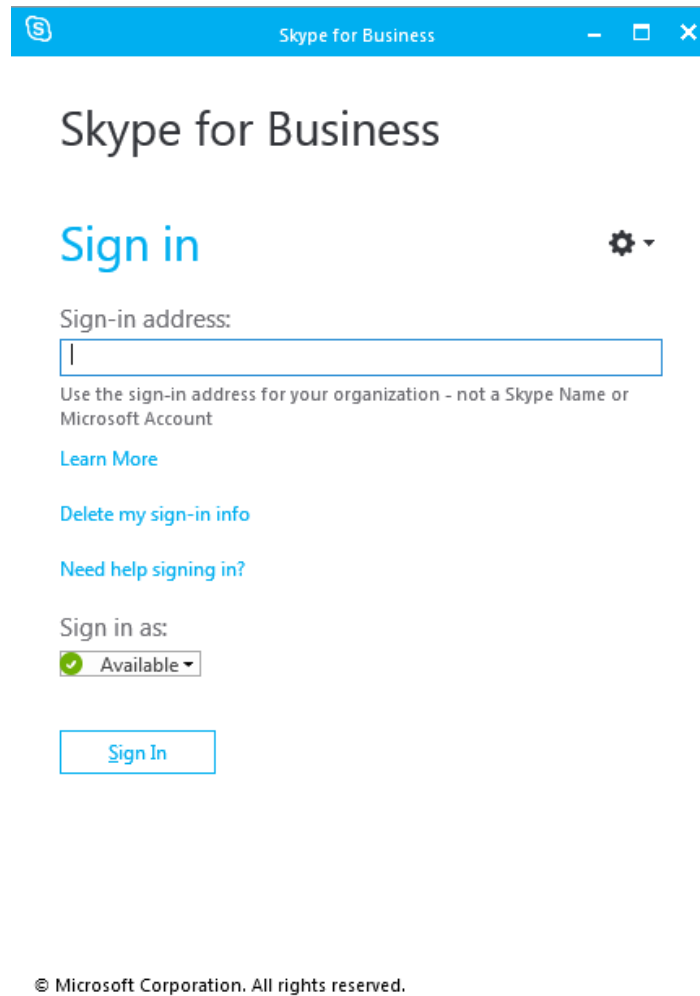


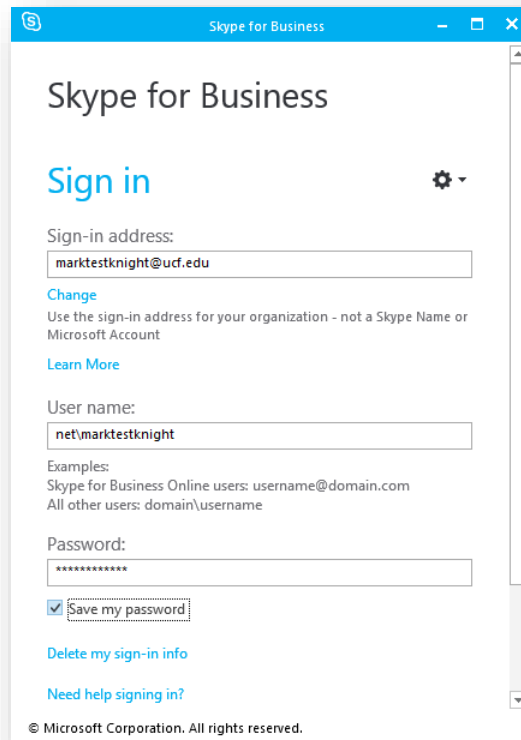
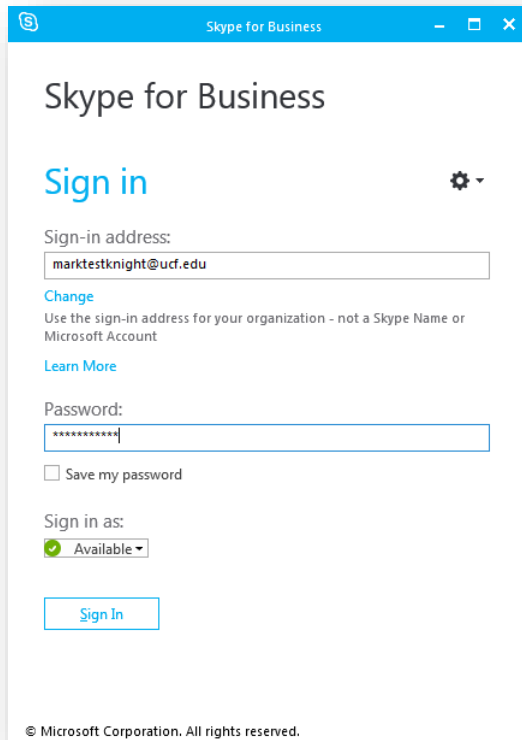
Sign-In Skype for Business

Your sign-in address for Skype for Business is your NID@ucf.edu. If you are logged in to a NET Domain workstation, you will be logged into Skype for Business automatically once you start the program.



The screenshot shows the Skype for Business sign-in interface. At the top, there is a blue header bar with the Skype logo and the text "Skype for Business". Below the header, the title "Skype for Business" is displayed in a large, dark font. Underneath, the word "Sign in" is written in a blue font, followed by a gear icon with a downward arrow. A text input field is labeled "Sign-in address:" and contains a single vertical bar. Below the input field, there is a note: "Use the sign-in address for your organization - not a Skype Name or Microsoft Account". There are three links: "Learn More", "Delete my sign-in info", and "Need help signing in?". Below these links, the text "Sign in as:" is followed by a dropdown menu showing a green checkmark and the word "Available". At the bottom of the form is a blue "Sign In" button. At the very bottom of the window, there is a small copyright notice: "© Microsoft Corporation. All rights reserved."

If you are logging in to Skype for Business on a workstation not connected to the NET domain, you will need to type your sign-in address. Your sign-in address for S4B will always be your NID@ucf.edu. Then click Sign In. NOTE: (FirstName.LastName@ucf.edu will not work to sign in to Skype for Business).



After trying to authenticate, you will need to fill in your NET Domain **User Name** (in **net\NID** format) your NID **Password** and then click **Sign In**.

If you choose to leave the box for **Save my password** checked, you will not need to enter your **User name** and **Password** at next login.