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Title:Configuring Skype for Business For Communicator Users					
	Author/Owner	**Peer Reviewer**	**Approver**	**Effective Date:**	
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Title:	Sr. System Engineer	Sr. System Engineer			
Date:	11/11/2015	11/13/2015			
Signature:				**Supersedes:**	

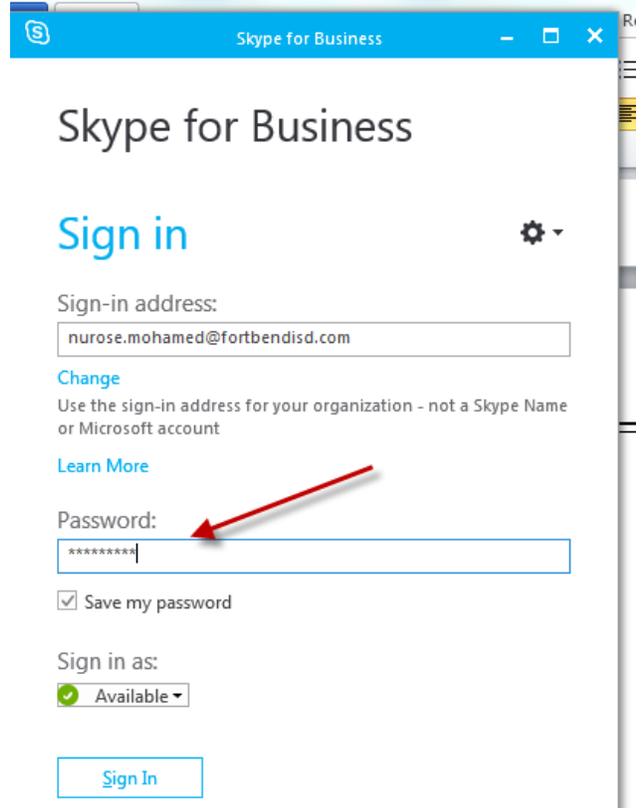| Procedures	Screenshots
1. Here is a link to Step-By-Step guide for Skype for Business for new users. It is a 15 minutes informative guide. We recommend that you watch the video before or after you follow the instructions in this document. 2. Also, there are more in-depth videos around Skype for Business on the right side of the video	https://www.youtube.com/watch?v=7_c4zVJ739M

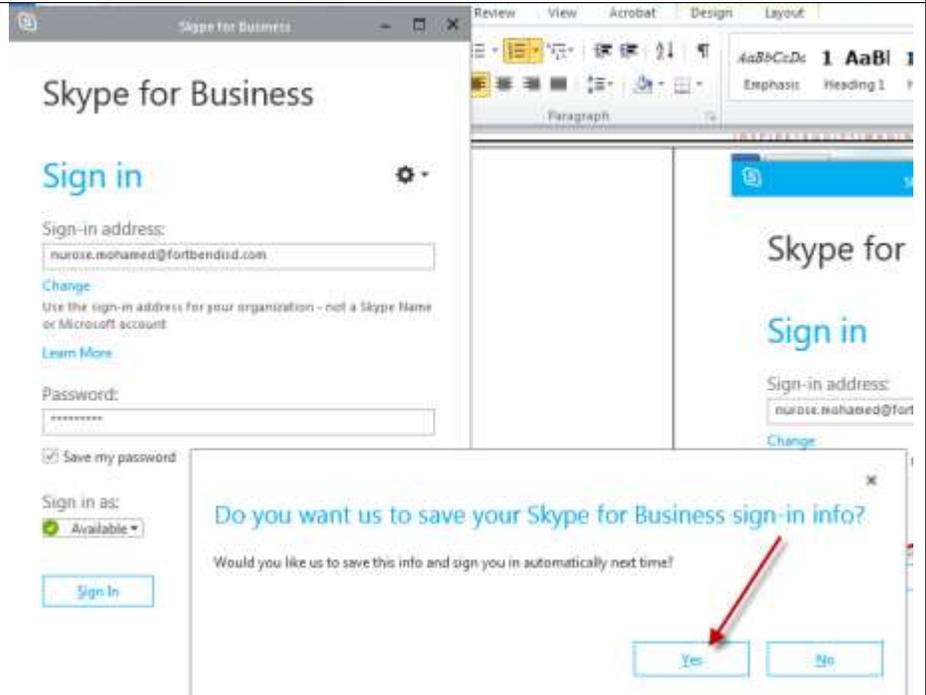|		
3. Select Start, Programs, Skype for Business 4. If you don't see the Skype for Business then email your computer name to Eduardo.Zuniga@fortbendisd.com to push the application to your computer		Adobe Acrobat Distiller XI Adobe Acrobat XI Pro Adobe FormsCentral Adobe Reader X Apple Software Update Crystal Reports Viewer 2008 Default Programs Desktop Gadget Gallery Internet Explorer Microsoft Web Platform Installer Remote Desktop Connection Manager Skype for Business 2016 SRS Premium Sound System Center Endpoint Protection Windows DVD Maker Windows Fax and Scan Windows Media Center Windows Media Player Windows Update XPS Viewer ◄ Back Search programs and files
5. Select **Sign-in** type in your **First.Last name@fortbendisd.com**		Skype for Business.doc [Compatibility Mode] Skype for Business — ☐ ✕ **Skype for Business** Sign in ⚙▾ Sign-in address: nurose.mohamed@fortbendisd.com Use the sign-in address for your organization - not a Skype Name or Microsoft account Learn More Sign in as: ✓ Available ▾ Sign In
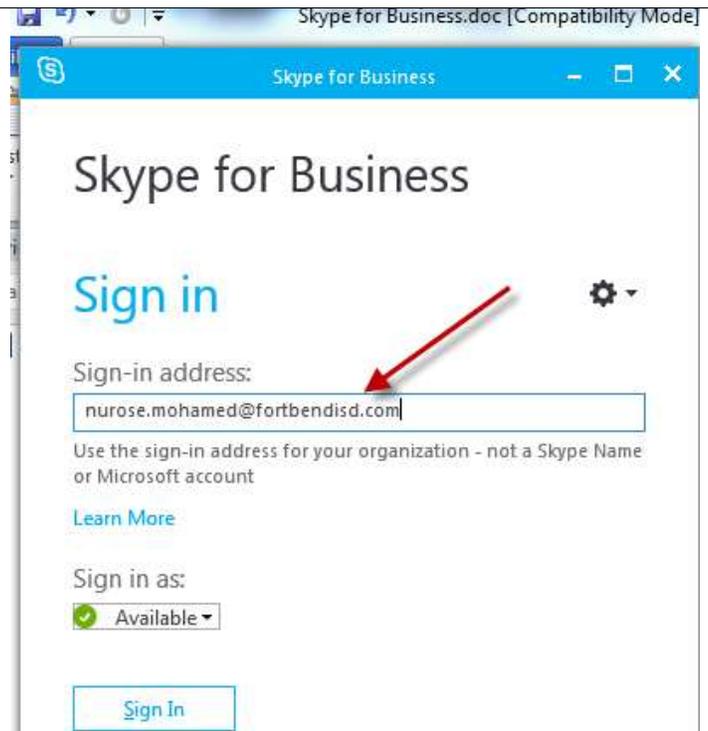
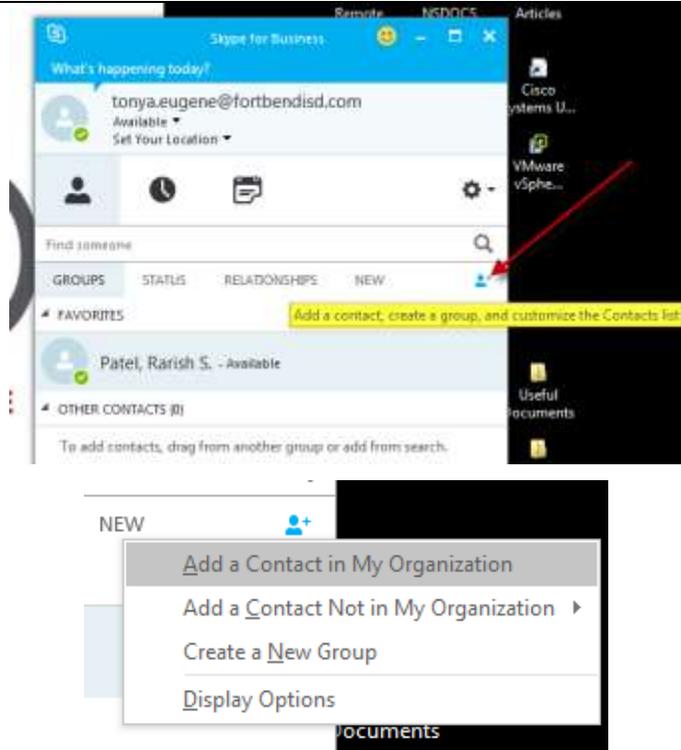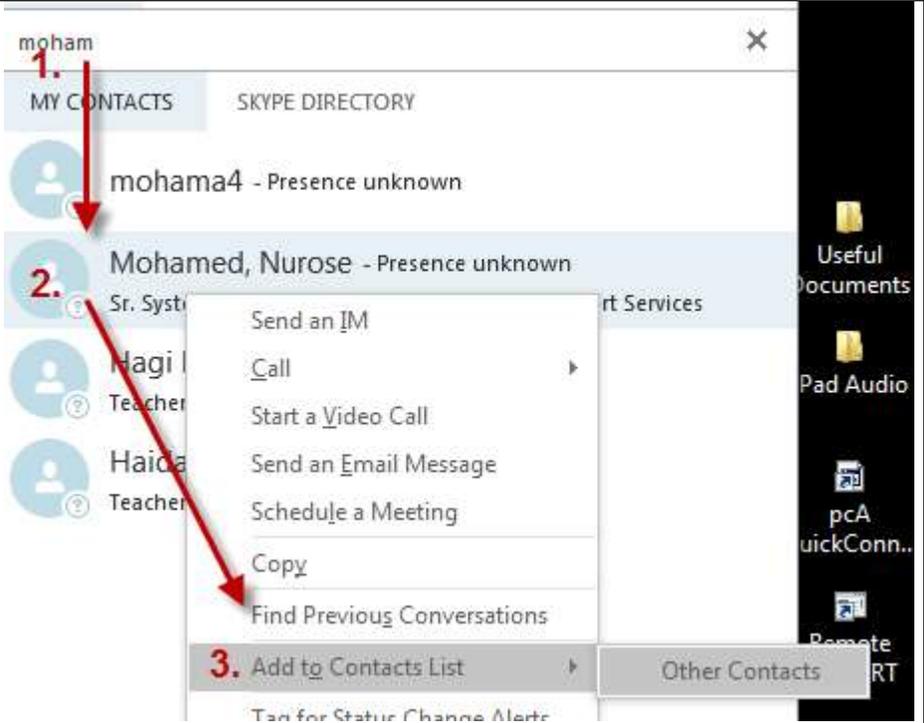|	
6. Type in your **password**	
7. Select **Yes**	

8. Click the icon to add a contact. 9. Select **Add a Contact in My Organization.**	
10. Enter the name of the individual you wish to add. 11. When you find the individual, right-click and select the entry to add to your Contact List.	

12. A ? mark by a user name indicates the user is not on Skype yet	