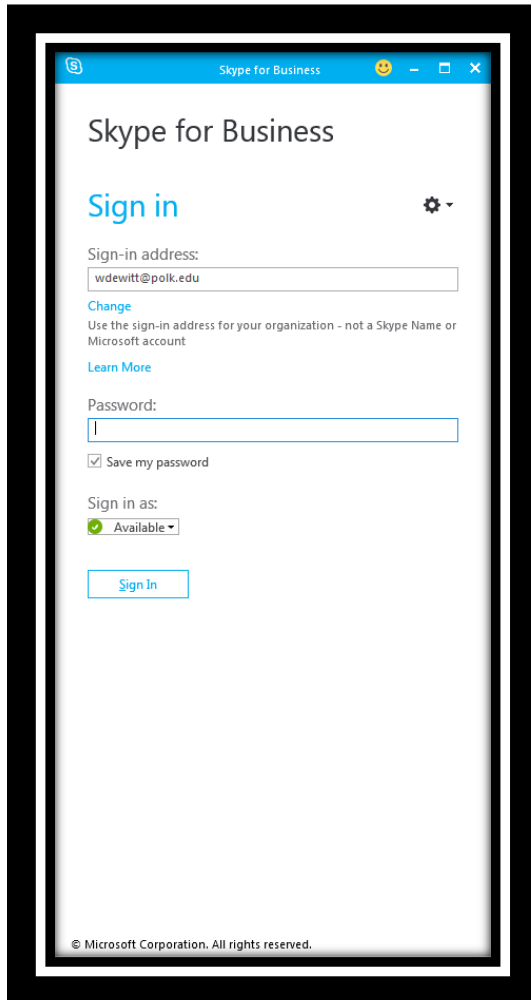


How to logon to Skype for Business via the desktop client:

A screenshot of the Skype for Business desktop client's sign-in window. The window has a blue title bar with the Skype logo and the text "Skype for Business". The main content area is white and contains the "Sign in" heading, a settings gear icon, and a "Sign-in address:" label. Below this is a text input field containing "wdewitt@polk.edu". There are links for "Change" and "Learn More" with explanatory text. A "Password:" label is followed by a password input field. A checkbox labeled "Save my password" is checked. Below that is a "Sign in as:" label and a dropdown menu showing "Available". A "Sign In" button is at the bottom. A copyright notice "© Microsoft Corporation. All rights reserved." is at the very bottom.

Skype for Business

Sign in

Sign-in address:

wdewitt@polk.edu

[Change](#)

Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

Password:

☒ Save my password

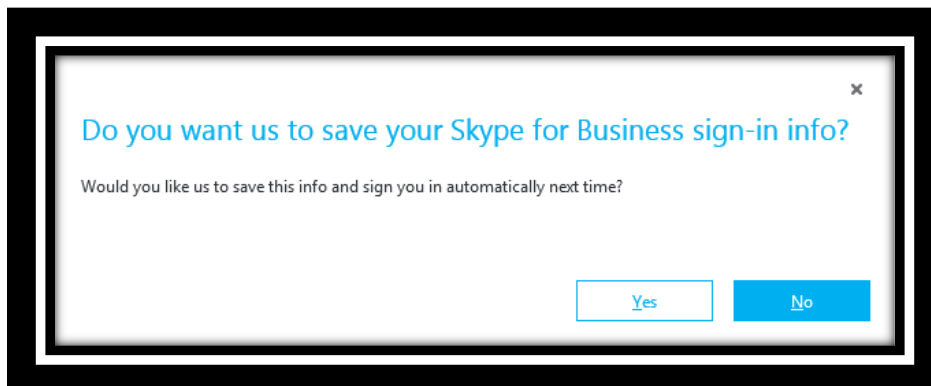
Sign in as:

© Microsoft Corporation. All rights reserved.

Please enter in your passport user name (passportusername@polk.edu), and then your password.

Please make sure you click on "Save my password".

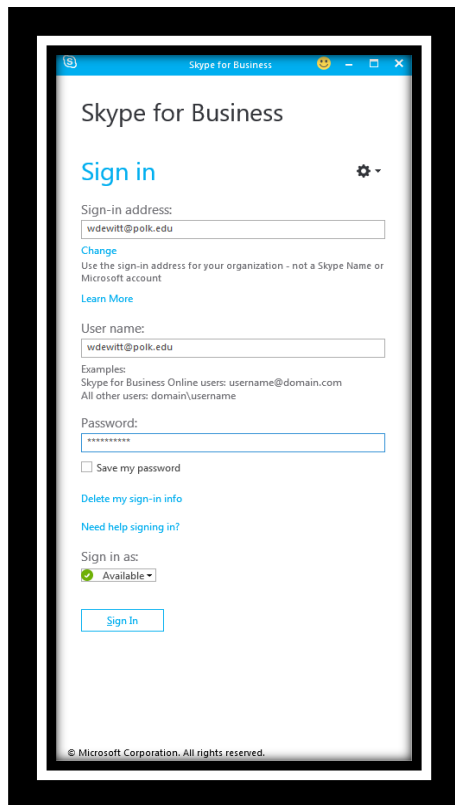
Click "Sign In"

A screenshot of a dialog box asking if the user wants to save their sign-in info. The dialog has a white background and a close button (X) in the top right corner. The main text is "Do you want us to save your Skype for Business sign-in info?". Below it is a question: "Would you like us to save this info and sign you in automatically next time?". At the bottom are two buttons: "Yes" and "No".

Do you want us to save your Skype for Business sign-in info?

Would you like us to save this info and sign you in automatically next time?

Click "Yes" Do you want us to save your Skype for Business sign-in Info.

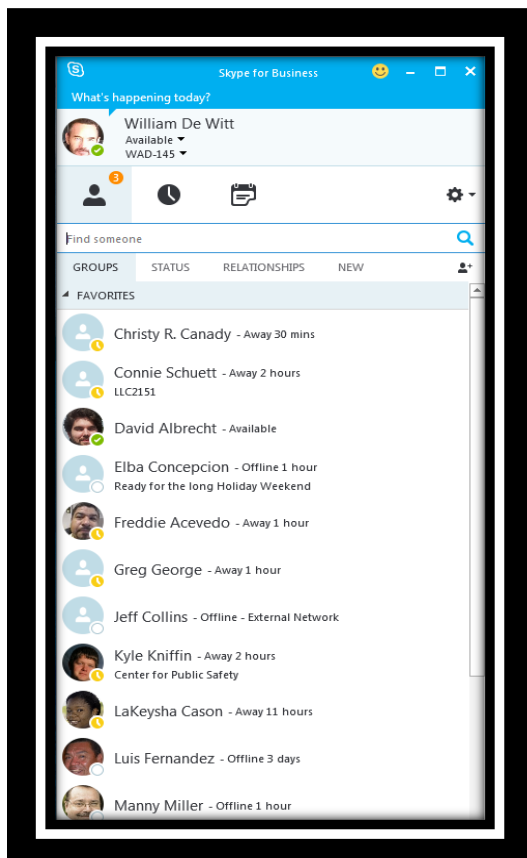


For some of you who have a different (passportusername@polk.edu) then your Polk State College email address, you may need to enter in your (passportusername@polk.edu) twice.

Enter in your (passportusername@polk.edu) in the Sign-in address

Enter in your (passportusername@polk.edu) in the User name box.

Please enter in your password and click on Save my password.



Once you successfully logged onto Skype for Business, you will now be able to start adding your new contacts.

Please reference how to add new contacts via the Technology Services website under related documents.

<https://www.polk.edu/technology-services/technology-infrastructure-and-user-support-services/technology-services-related-documents/>