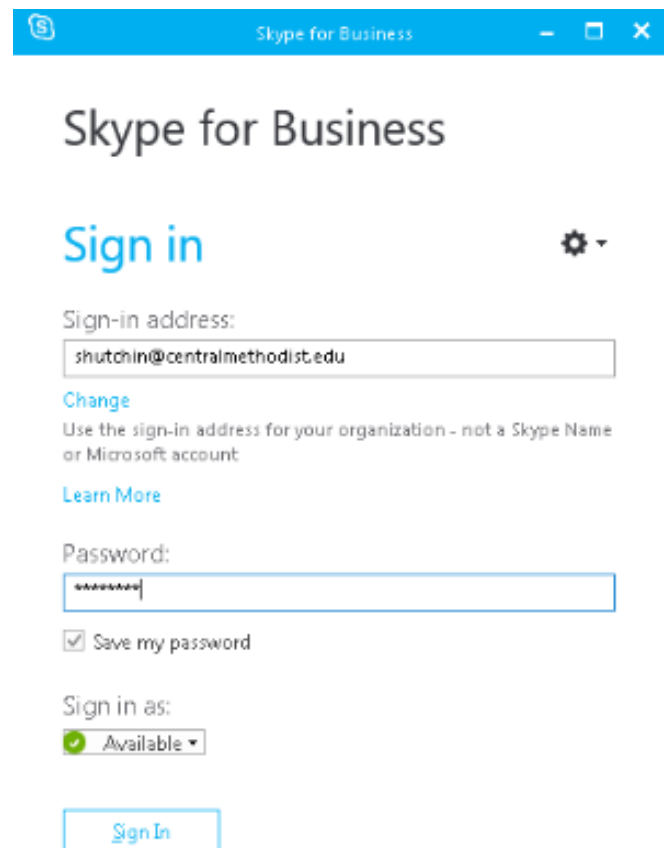


# Sign in to Skype for Business for the first time

1. Log on to a CMU owned computer.
2. Click **Start > All Programs > Microsoft Office 2013 > Skype for Business 2013**.
3. You should now see the Skype for Business sign-in screen.
4. In the sign-in address box, fill in your CMU@centralmethodist.edu email address.
5. When the password box is displayed, add your Eagle mail password.
6. Then click **Sign In**.

**Note:** If you get an error message saying that your user ID or password is not recognized, select **Delete my sign-in info** on the sign-in page, then sign in again. This will erase any sign-in credentials from your computer's memory, which may clear up the problem.

7. You may be prompted to save this info and sign you in automatically next time, click Yes or No.
8. If prompted to Help Make Skype for Business Better, Click No



Skype for Business

## Skype for Business

### Sign in

Sign-in address:  
shutchin@centralmethodist.edu

[Change](#)  
Use the sign-in address for your organization - not a Skype Name or Microsoft account  
[Learn More](#)

Password:  
[password]


Save my password

Sign in as:  
Available

[Sign In](#)


## Change the "Automatically start Skype for Business" option

To automatically sign in and start Skype for Business each time you log on to the Windows operating system.

1. In the Skype for Business main window, go to **Options**  > **Tools > Options**.
2. Under the Personal Tab. Check or un-check the options **Automatically start the app when I log on to Windows**.
3. If you want the Skype for Business main window to open in front of other open windows when it starts, select the **Start the app in the foreground** check box. If this option isn't selected, the Skype for Business icon appears in the Windows notification area (system tray) when Skype for Business starts.

# Close or exit Skype for Business

When you're finished using Skype for Business, you can close the display, sign out of your session, or exit from the program, all from the File menu. The following table explains the differences in the options.

Option	How to perform it	What it does
Exit	In the Skype for Business main window, click the arrow next to the Options  button, and then click <b>File &gt; Exit</b> .	Ends your Skype for Business session and shuts down Skype for Business (Ly) on your computer.
Close	On the Skype for Business main window: <ul style="list-style-type: none"><li>Click the arrow next to the Options button, then click <b>File &gt; Close</b>.</li></ul> or <ul style="list-style-type: none"><li>Click the <b>X</b> in the upper-right corner of the window.</li></ul>	Closes your Skype for Business display but lets the Skype for Business session identified with your user ID continue to run. This is so you can continue to get notifications and interact with others.  You can get the display back at any time by clicking the Skype for Business icon on the taskbar, or notification area at the bottom of your screen.
Sign out	In the Skype for Business main window, click the arrow next to the Options button, and then click <b>File &gt; Sign Out</b> .	Ends the Skype for Business session associated with your user ID, but Skype for Business continues to run in the background. When you sign out, the sign-in window will appear.