



For the future you want

## **Using Skype for Business remotely (not Remote Desktop Services) – user guide for staff**

### **How to access Skype for Business on your personal device (tablet or smartphone):**

- Go to your App store and search for Skype for Business.
- Install the app (FREE).
- Log on by entering details as outlined in the log-in credentials section at the end of this guide.

### **Install Skype for Business on your personal Laptop/PC or Mac:**

#### **Windows:**

If you have Microsoft Office installed on your device please check to see if Skype for Business is already installed. If it is then please log on using the details outlined in the log-in credentials section at the end of this guide.

Otherwise you can download and install the Skype for Business desktop client from here:

<https://www.microsoft.com/en-gb/download/details.aspx?id=49440>

Once the software has been installed log on using the details outlined in the log-in credentials section at the end of this guide.

#### **Mac:**

If you have Microsoft Office installed on your device then please check to see if Skype for Business is installed. If it is, please log on using the details outlined in the log-in credentials section at the end of this guide.

Otherwise you can download and install the Skype for Business on Mac desktop client from here:

<https://www.microsoft.com/en-us/download/details.aspx?id=54108>

Once the software has been installed log on using the details outlined in the log-in credentials section at the end of this guide.

## Log-in credentials (not for Macs):

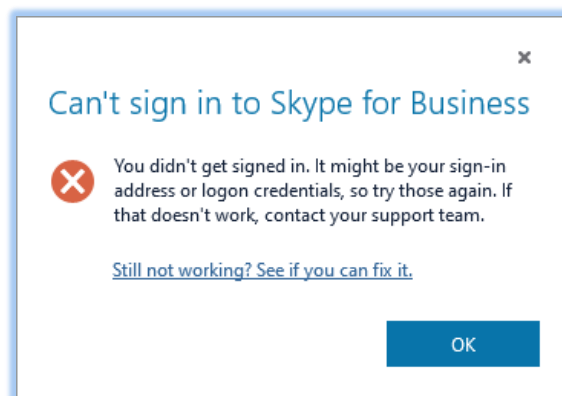
When signing into Skype for Business on a device not connected to the college network, the following details are required:

**Username** - Your Edinburgh College email address (example: joe.sample@edinburghcollege.ac.uk)

**Password** - Your standard Edinburgh College log-in password

After you click 'Sign in' you will receive an error message from Skype saying it could not sign you in.

If you cannot sign in, remove the dot from your email address and try again.

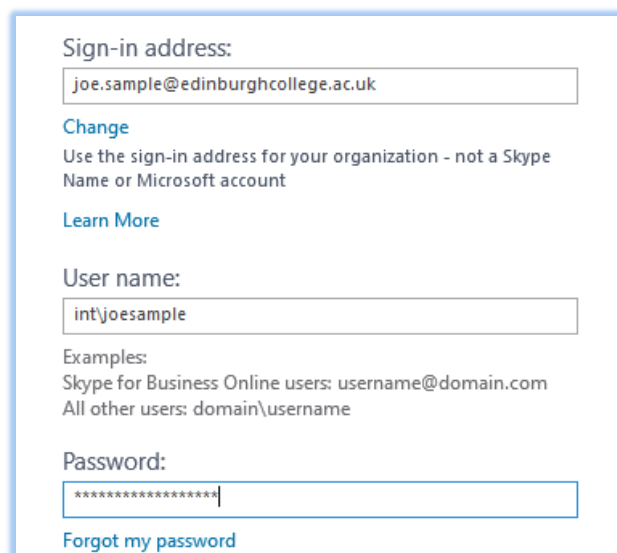


Click 'Ok' and you will now see a 'Username' field available inside Skype.

Please enter your username in the following format: int\joesample\*

Replacing 'joesample\*' with your username

Click 'Sign in'

A screenshot of the Skype for Business sign-in form. It features three input fields: "Sign-in address:" containing "joe.sample@edinburghcollege.ac.uk", "User name:" containing "int\joesample", and "Password:" containing a masked password "\*\*\*\*\*". Below the "Sign-in address:" field is a "Change" link and explanatory text: "Use the sign-in address for your organization - not a Skype Name or Microsoft account", followed by a "Learn More" link. Below the "User name:" field are "Examples:" and two lines of text: "Skype for Business Online users: username@domain.com" and "All other users: domain\username". At the bottom is a "Forgot my password" link.

### Log-in credentials (Mac):

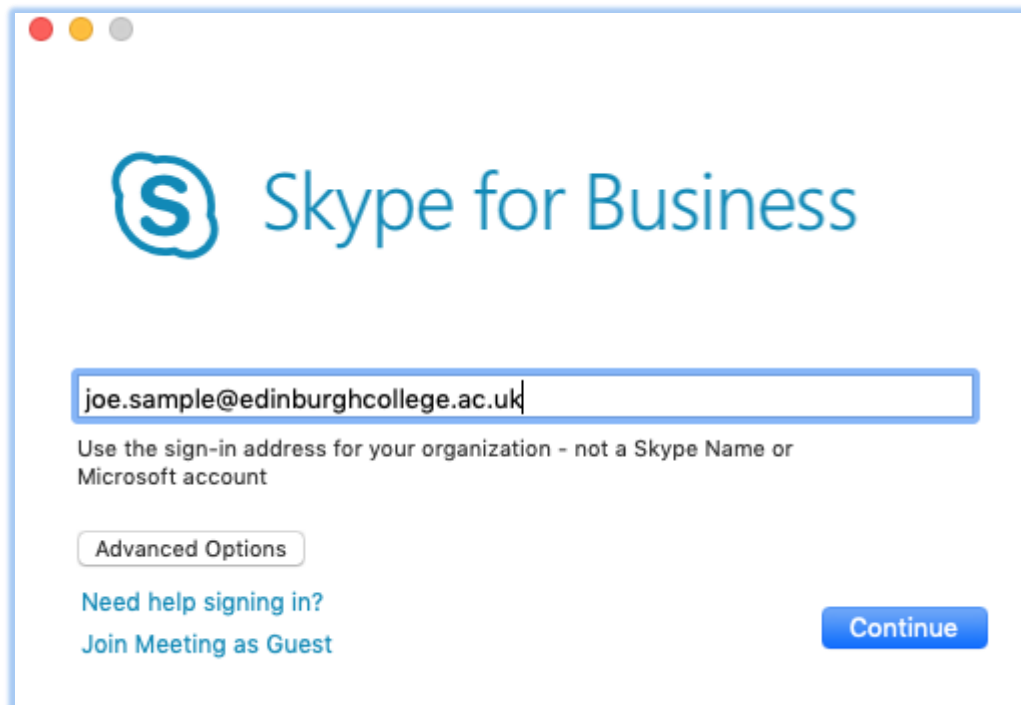
When signing into Skype for Business on a device not connected to the college network, the following details are required:

**Username** - Your Edinburgh College email address (example: joe.sample@edinburghcollege.ac.uk)

**Password** - Your standard Edinburgh College log-in password

Enter your email address into the Sign-in address field

If you cannot sign in, remove the dot from your email address and try again.



Skype for Business

joe.sample@edinburghcollege.ac.uk

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

Advanced Options

Need help signing in?

Join Meeting as Guest

Continue

Click the **Advanced Options** button and enter your username as below and then click **Save**

User Name

Skype for Business online users: username@domain.com  
All other users: domain\username

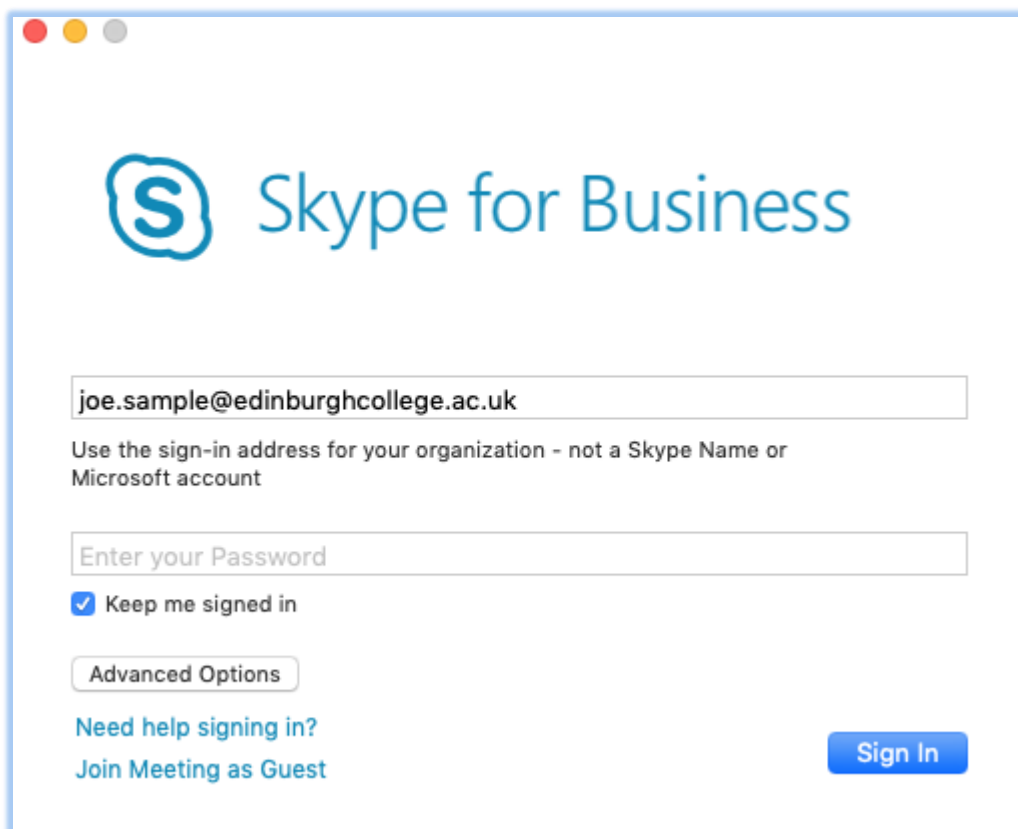
Auto-Detect Server

HTTP proxy

Click **Continue** and then enter your password and then click **Sign In**



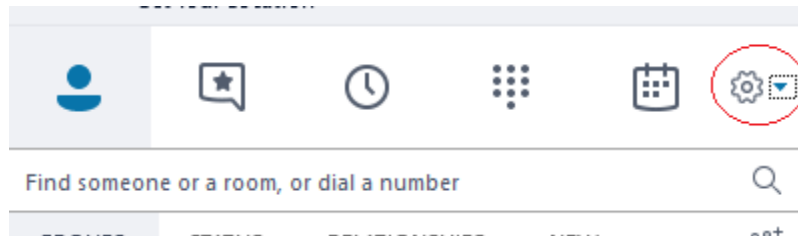
The image shows a window titled "Skype for Business" with the logo. It contains a sign-in form with the following elements:

- A text input field containing "joe.sample@edinburghcollege.ac.uk".
- Text below the field: "Use the sign-in address for your organization - not a Skype Name or Microsoft account".
- A text input field with the placeholder "Enter your Password".
- A checked checkbox labeled "Keep me signed in".
- A button labeled "Advanced Options".
- Two links: "Need help signing in?" and "Join Meeting as Guest".
- A blue "Sign In" button.

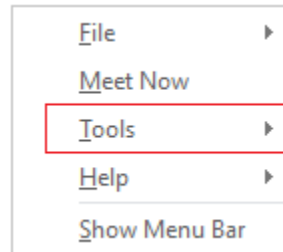
### Call forwarding:

If you wish to forward calls from Skype to another device, use the following instructions.

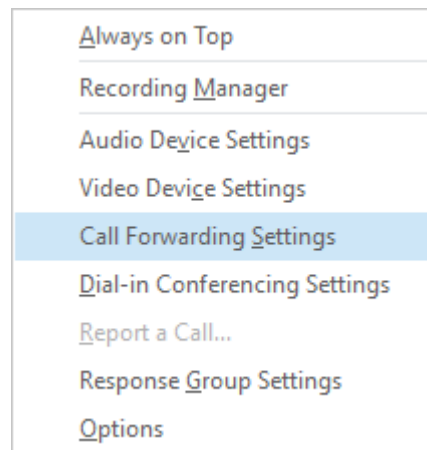
Click on 'Options Menu'



Click on 'Tools'



Click 'Call Forwarding Settings'



Change your settings as required and click 'OK'.