UF Skype for Business

Skype Contacts Sync Signing In Students Staff Sign out of Skype! Go to the After login into your comdrop down arrow under your Available 🔻 puter on the morning of It is important to know that contacts may not be name. (Next to your sign in Available Ø October 21st, Skype should available at first log in. status.) Choose "Sign Out" Busy automatically sign you in It may take time to sync all the contacts in the Do Not Disturb 0 using your GatorLink email UF Address Book. Be Right Back (albert.gator@ufl.edu). To clear out any exisinting Off Work þ sign-in information click on Ö-Appear Away the "Delete my sign-in info" Reset Status If you receive a prompt pendleton, × and choose "Yes" on the next Skype for Business is attempting to connect to Sign Out box, check the box that says MY CONTACTS CERTIFICATE DETAILS naiLufLedu popup. Exit "Always trust this server, do not Issued By: InCommon RSA Server Delete my sign-in info Address book synchronizing. Results may not be current. show me this again." Owned By (Subject) mail.ufl.edu Click "Connect" and you will be logged into UF Next, sign in with your GatorLink email Always trust this server, do not show me this again Skype. (albert.gator@ufl.edu) and password. **Creating & Adding Contacts to Groups Searching for Contacts Adding Contacts to Favorites** To find Contacts, you can search by: To add favorites find the staff member you want to To create groups click the **L**⁺ and type name of add, right click and choose "Add to Favorites." group. Add a Contact in My Organization pendleton.matt **Last.First:** Gator.Albert Add a Contact Not in My Organization 🕨 MY CONTACTS Last, First: Gator, Albert Matt Pendleton - Updating Send an IM Create a New Group Senior Director, UFSA IT Call FAVORITES Display Options Start a Video Call Send an Email Message First Last: matt pendleton Schedule a Meeting Matt Pendleton MY CONTACTS There are two ways to add contacts to groups: Albert Gator Сору Matt Pendleton - Presence unknown Find Previous Conversations Add to Favorites In your **Favorites** > Right Click > Choose "**Copy** Add to Contacts List matt34 GatorLink Email: Tag for Status Change Alerts **Contact To**" > Group Name (i.e. IT Leadership). MY CONTACTS Change Privacy Relationship albert.gator@ufl.edu Matt Pendleton - Offline 118 days See Contact Card Senior Director, UESA IT Search Contact > Right Click > Choose "Add Work Email: to Contact List" > Group Name (i.e. IT That contact should now appear under your mpendleton@ufsa.ufl.edu MY CONTACTS agator@ufsa.ufl.edu Favorites Group. Leadership). Matt Pendleton - Presence unknown Senior Director, UFSA IT **Only for Non-Students!**

Questions? Call/Text (352)392-2465 or Email ithelp@ufsa.ufl.edu