

UF Skype for Business

Signing In

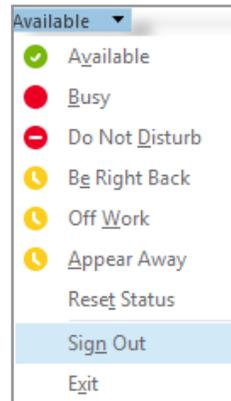


After login into your computer on the morning of October 21st, Skype should automatically sign you in using your GatorLink email (albert.gator@ufl.edu).

If you receive a prompt box, check the box that says **“Always trust this server, do not show me this again.”** Click **“Connect”** and you will be logged into UF Skype.



Students Staff



Sign out of Skype! Go to the drop down arrow under your name. (Next to your sign in status.) Choose **“Sign Out”**

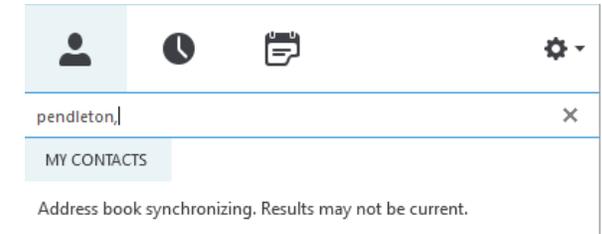
To clear out any existing sign-in information click on the **“Delete my sign-in info”** and choose **“Yes”** on the next popup.

[Delete my sign-in info](#)

Next, sign in with your GatorLink email (albert.gator@ufl.edu) and password.

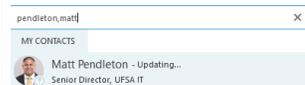
Skype Contacts Sync

It is important to know that contacts may not be available at first log in. It may take time to sync all the contacts in the UF Address Book.



Searching for Contacts

To find Contacts, you can search by:



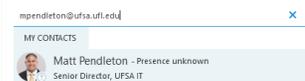
Last,First: Gator,Albert
Last, First: Gator, Albert



First Last:
Albert Gator



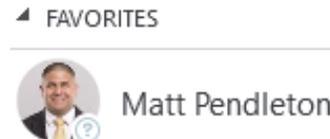
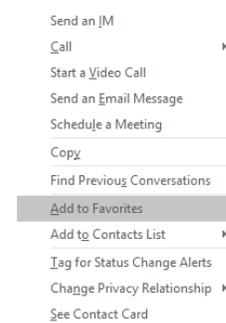
GatorLink Email:
albert.gator@ufl.edu



Work Email:
agator@ufsa.ufl.edu
Only for Non-Students!

Adding Contacts to Favorites

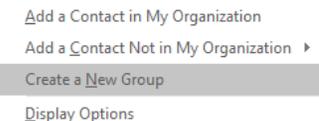
To add favorites find the staff member you want to add, right click and choose **“Add to Favorites.”**



That contact should now appear under your **Favorites** Group.

Creating & Adding Contacts to Groups

To create groups click the **+** and type name of group.



There are two ways to add contacts to groups:

In your **Favorites** > Right Click > Choose **“Copy Contact To”** > Group Name (i.e. IT Leadership).

Search Contact > Right Click > Choose **“Add to Contact List”** > Group Name (i.e. IT Leadership).