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.

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

Searching for Contacts
To find Contacts, you can search by:
- Last, First: Gator, Albert
- First, Last: Albert Gator
- GatorLink Email: albert.gator@ufl.edu
- Work Email: agator@ufsa.ufl.edu

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).

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