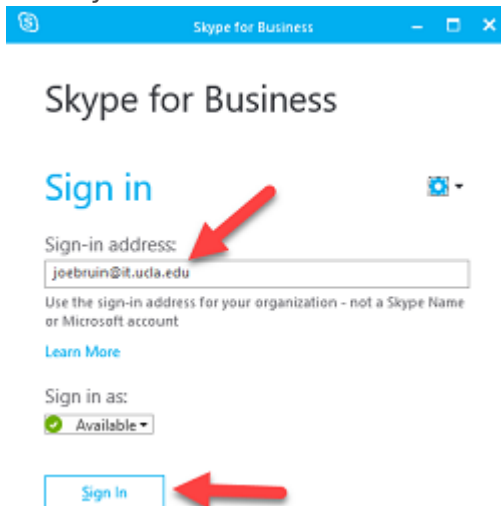


How to login to Skype for Business 2016 for Windows

This document provides a step-by-step set of instructions on how to login to Skype for Business 2016 for Windows as provided by IT Services, Enterprise Messaging.

- Enter your email address and click *Sign In*.



Skype for Business

Sign in

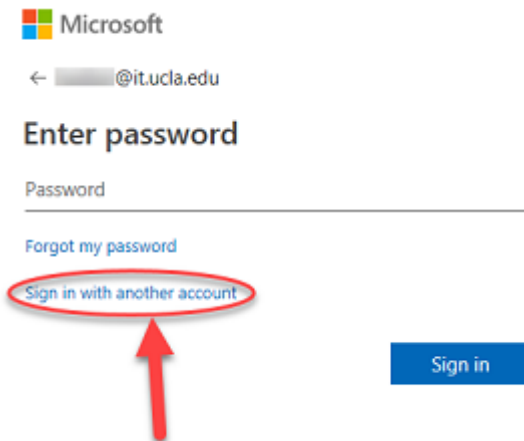
Sign-in address:

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

[Learn More](#)

Sign in as: Available

- Click *Sign in with another account*.



Microsoft

← @it.ucla.edu

Enter password

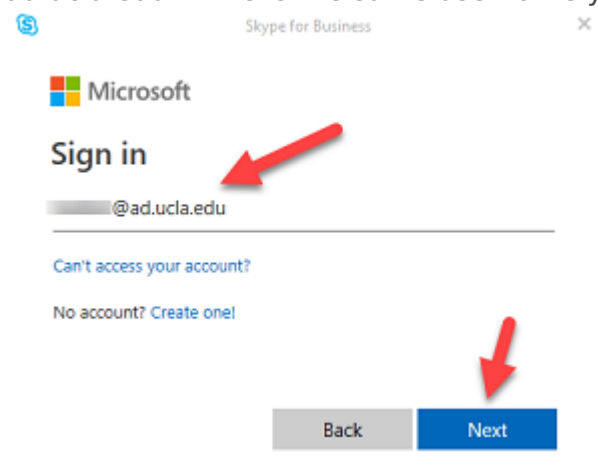
Password

[Forgot my password](#)

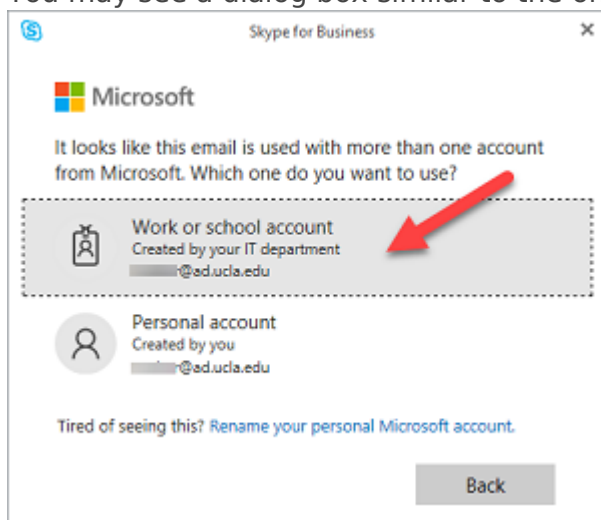
[Sign in with another account](#)

- Enter your email (Enterprise Messaging) username, use the format “username @

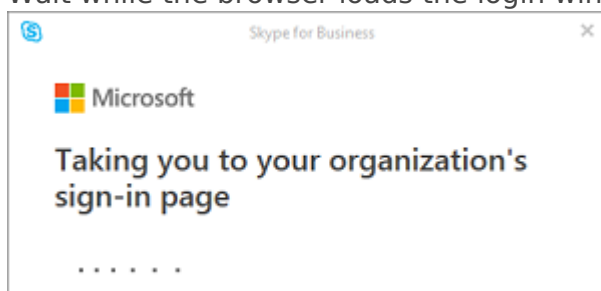
ad.ucla.edu". This is the same username you would use to access Outlook Web.



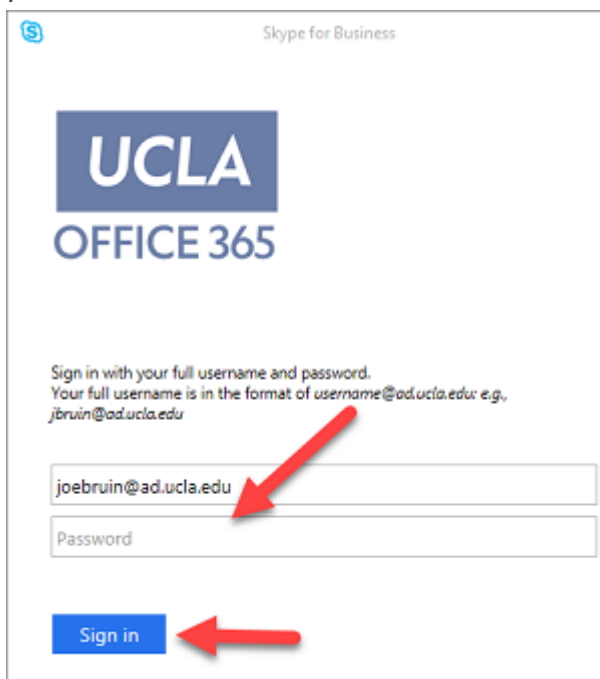
- You may see a dialog box similar to the one below. Select *Work or school account*.



- Wait while the browser loads the login windows.



- Enter your email (Enterprise Messaging) password and click *Sign in*



Skype for Business

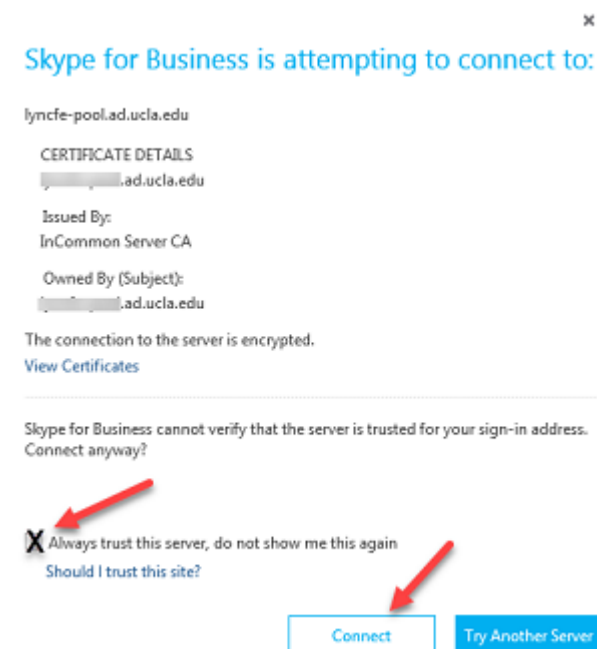
UCLA
OFFICE 365

Sign in with your full username and password.
Your full username is in the format of `username@ad.ucla.edu`; e.g.,
`jbruin@ad.ucla.edu`

Red arrows point to the username field and the Sign in button.

You are now ready to use Skype for Business 2016 for Windows.


NOTE: If you receive a dialog box similar to the one below, check the *Always trust this server* box and click *Connect*.




Skype for Business is attempting to connect to:

lyncfe-pool.ad.ucla.edu

CERTIFICATE DETAILS

 .ad.ucla.edu

Issued By:
InCommon Server CA

Owned By (Subject):
 .ad.ucla.edu

The connection to the server is encrypted.
[View Certificates](#)

Skype for Business cannot verify that the server is trusted for your sign-in address.
Connect anyway?

☒ Always trust this server, do not show me this again
Should I trust this site?

Red arrows point to the 'Always trust this server' checkbox and the 'Connect' button.

Revision #1

Created Thu, Aug 9, 2018 5:54 PM by Weber, Todd

Updated Thu, Aug 9, 2018 6:22 PM by Weber, Todd