

# 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*.



- Click *Sign in with another account*.



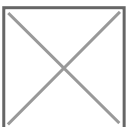
- Enter your email (Enterprise Messaging) username, use the format “username @ad.ucla.edu”. This is the same username you would use to access Outlook Web.



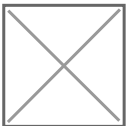
- You may see a dialog box similar to the one below. Select *Work or school account*.



- Wait while the browser loads the login windows.



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



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*.



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