

# How Students Can Access Skype for Business

## Downloading the App

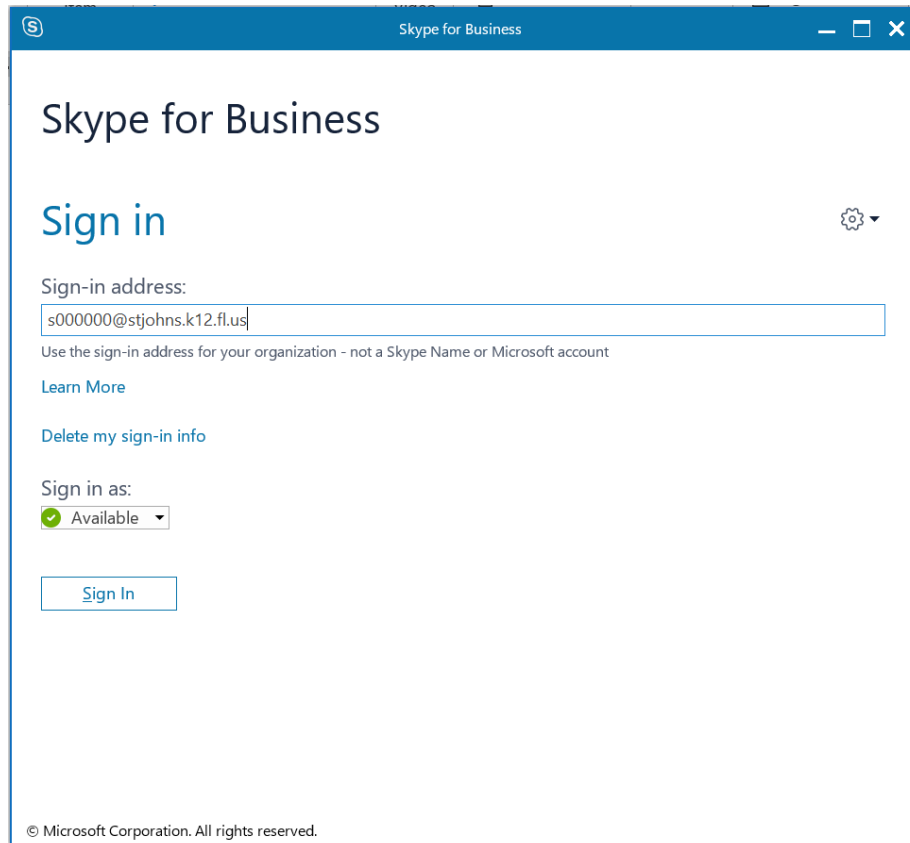
[Access Computer Download Support Here](#)

*Note: All St. Johns County School District students have access to the Microsoft Office 365 Suite, which includes Skype for Business. For more information, click [here](#).*

[Access Phone Download Support Here](#)

## Logging In

- When you open the app on your computer, you should see the window below.



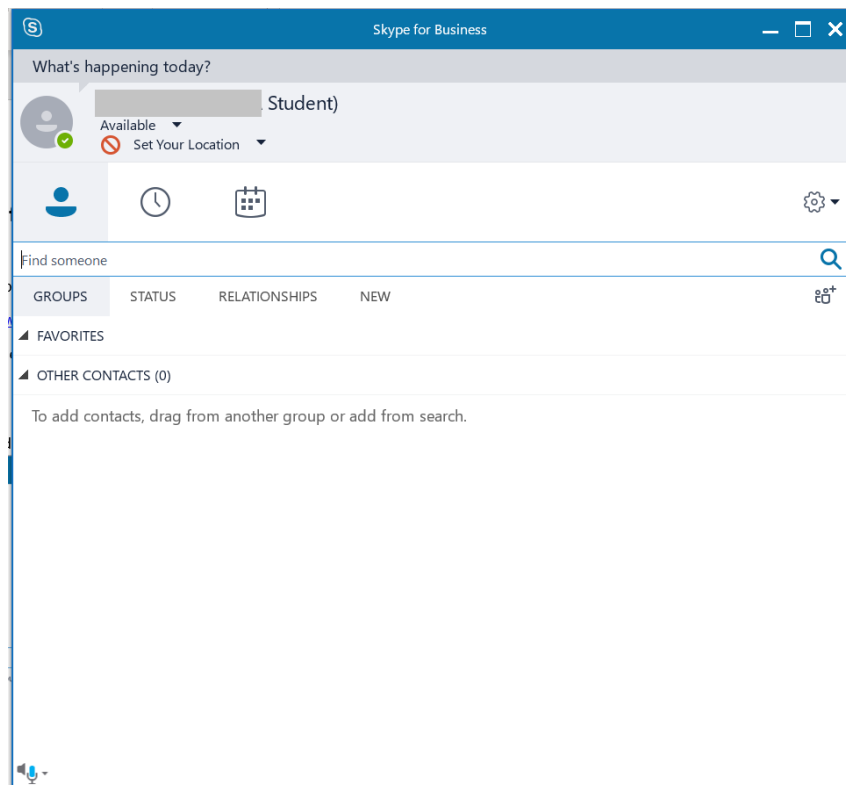
Enter your St. Johns County student number email and click "Sign In". Example provided above. If you do not know your student number, check [HAC](#).

Next, enter your password that is associated with your student number. If you do not know your password, contact your teacher.

- [Click here](#) for directions to sign in on your phone. You will use your student number email as you do on the computer version of Skype for Business.

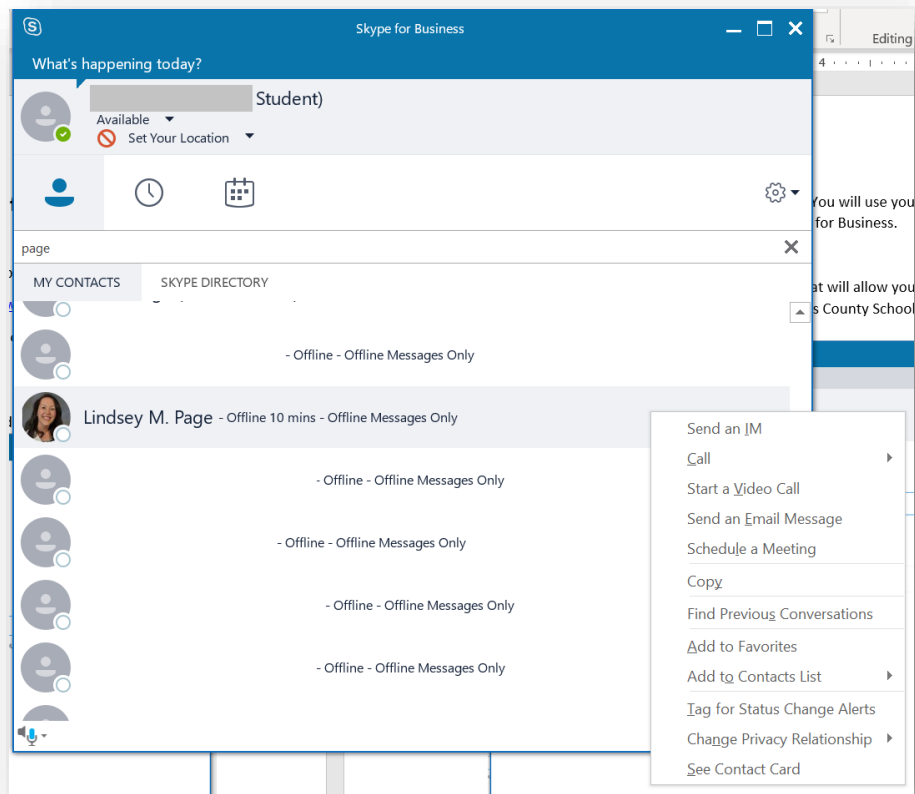
## Once You are Logged In

- You should now see a window, pictured below, that will allow you to chat, call or video call with other Skype for Business users in St. Johns County School District, including your teachers and school counselors if they are logged in also.



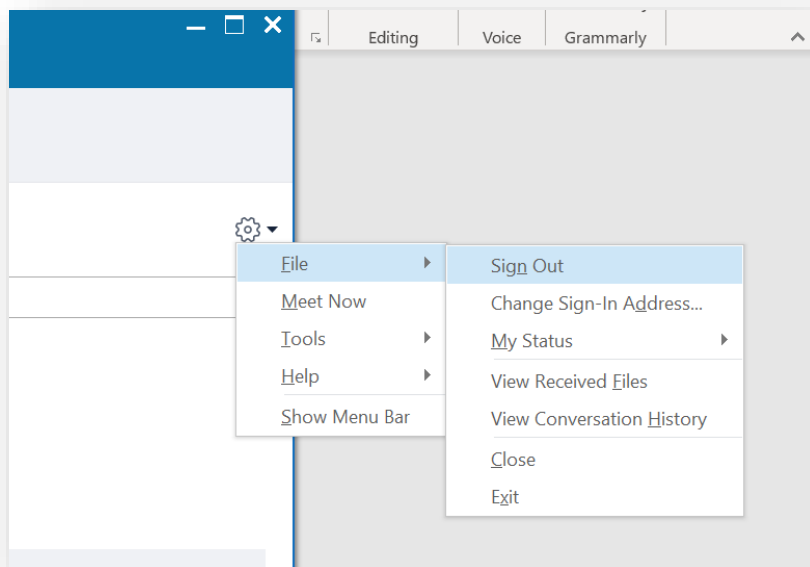
## How to Locate Someone

- Start typing the person's last name and a list will populate. When you see the person you want to contact, right click on their name for communication options and to select features such as adding them to your contacts or favorite list.

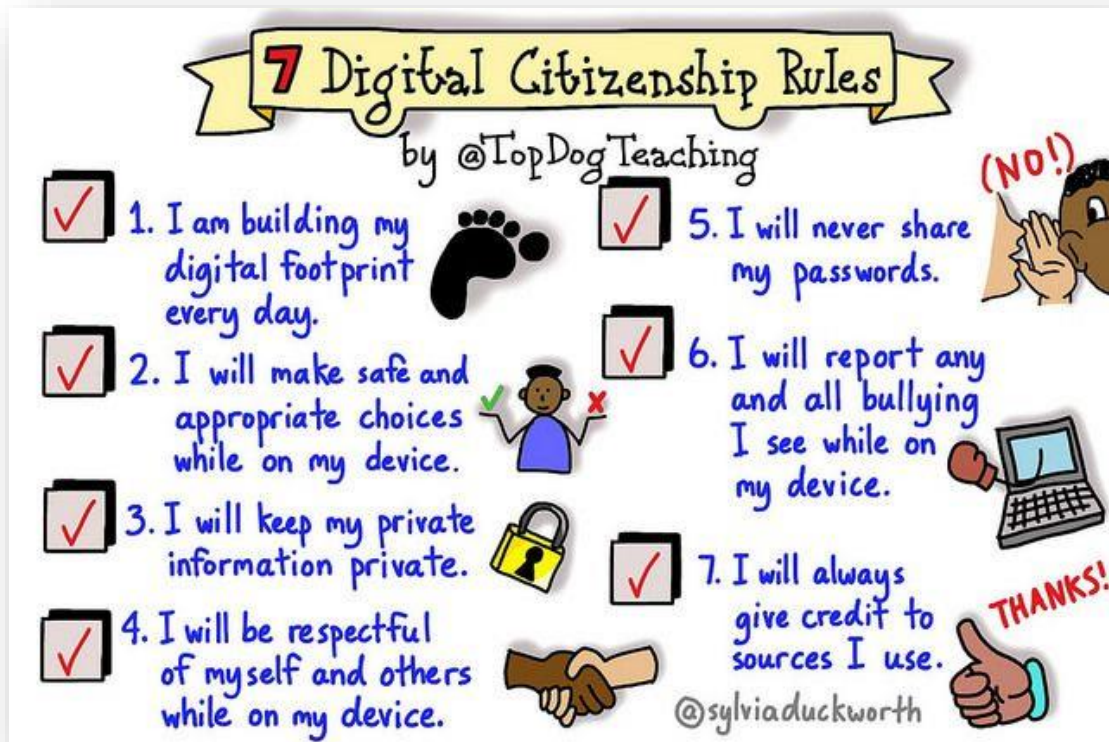


## How to Sign Out

- To sign out, click on the arrow pointing downwards next to the settings wheel icon and click “file” then “sign out”. This will sign you out of Skype for Business so that people cannot contact you until you sign in again. Simply clicking the “x” at the top right of the Skype for Business window to close it will still allow people to contact you and leave Skype for Business running in the background.



When utilizing this and any other technology platform, remember to use the principles of responsible digital citizenship and pillars of character.



## The Six Pillars of Character<sup>SM</sup>

