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 <u>here</u>.

Access Phone Download Support Here

Logging In

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

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Skype for Busines	S	
Sign in		र्छे 🕶
Sign-in address:		
s000000@stjohns.k12.fl.us		
Use the sign-in address for your organization - no	ot a Skype Name or Microsoft account	
Learn More		
Delete my sign-in info		
Sign in as: 📀 Available 🔻		
<u>Sign In</u>		
© Microsoft Corporation. All rights reserved.		

Enter your St. Johns County student number email and click "Sign In". Example provided above. If you do not know your student number, check <u>HAC</u>.

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

• <u>Click here</u> 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.

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What's happening today?	
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Find someone	Q
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A FAVORITES	
▲ OTHER CONTACTS (0)	
To add contacts, drag from another group or add from search.	
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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.

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•	- Offline - Offline Messages Only	<u>C</u> all ► Start a <u>V</u> ideo Call
•	- Offline - Offline Messages Only	Send an <u>E</u> mail Message Schedu <u>l</u> e a Meeting
•	- Offline - Offline Messages Only	Cop <u>y</u> Find Previou <u>s</u> Conversations
	- Offline - Offline Messages Only	Add to Favorites Add to Contacts List ▶
,		<u>T</u> ag for Status Change Alerts Cha <u>n</u> ge Privacy Relationship ▶
		<u>S</u> ee Contact Card

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.



