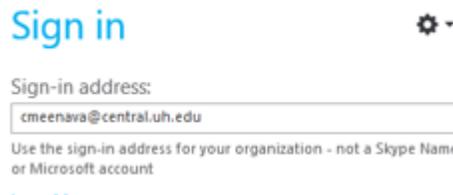


Sign-in to Skype for Business

Sign-in Address

Your Skype for Business (SFB) sign-in address is always **CougarNetID@central.uh.edu**.



Sign-in to SFB Using a Computer in the CougarNet Domain

When a person is logged into a computer on CougarNet, upon launch, SFB will use the CougarNet credentials of the person logged into that computer. The sign-in to SFB is automatic as long as you enter the sign-in address as **CougarNetID@central.uh.edu**.

Sign-in to SFB at Home Using a Computer Not in the CougarNet Domain

1. In the Sign-in Address field, enter your **CougarNetID@central.uh.edu**.
2. Click **Sign-in**.
3. In the **User Name** field that appears, enter **CougarNetID@cougarnet.uh.edu**.
4. In the Password field, enter your **CougarNet password**.
5. Click **Sign-in**.

Sign-in to SFB As Another Person

To sign-in to SFB as someone other than the person logged into the computer:

Skype for Business - Windows

1. In the SFB window, from the **File** menu, select **Change Sign-in Address**.
2. In the Sign-in Address field that appears, enter your **CougarNetID@central.uh.edu**.
3. Click **Ok**.
4. In the confirmation dialog box, click **Ok**.
5. In the **User Name** field that appears, enter your **CougarNetID@cougarnet.uh.edu**.
6. In the Password field, enter your **CougarNet password**.

Skype for Business for Mac

To Sign-in to SFB:

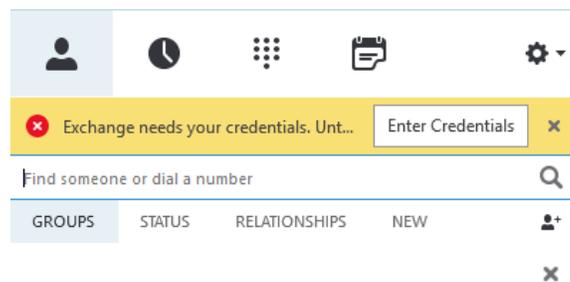
1. Type **CougarNetID@central.uh.edu** in the **Sign-in Address** field.
2. Click **Advanced Options**.
3. Type your **CougarNetID@cougarnet.uh.edu** in the **User Name** field.
4. Click **Save**.
5. Click **Continue**.
6. Type your **CougarNet password** in the **Password** field.
7. Click **Sign In**.
8. Click **Connect**.

What to do When a Windows Security Password Request Appears

For one reason or another, a Windows Security dialog box sometimes appears requesting a password. SFB is unable to connect to your Exchange account to access recent call history or voice mail.

If one of the following dialog boxes appears (shown below):

1. Enter the user name as **CougarNetID@cougarnet.uh.edu**.
2. Supply your password.
3. **Select Save My Password.**
4. Click **Ok**.



Credentials are required

Skype for Business needs your user name and password to connect for retrieving calendar data from Outlook

User name:
(username@domain.com or domain\username)

Password:

Save my password