



Logging in to Skype for Business

1. Enter your email address. Click "Sign in".

A screenshot of the Skype for Business sign-in window. The window title bar is blue and contains the Skype logo, the text "Skype för företag", and window control buttons. The main content area has a white background with the text "Skype for Business" at the top. Below that is the "Sign in" text in blue, followed by a gear icon. The "Sign-in address:" label is above a text input field containing "andreas.briland@ju.se". Below the input field is the instruction "Use the sign-in address for your organization - not a Skype Name or Microsoft account". There is a "Learn More" link in blue. Below that is the "Sign in as:" label, followed by a dropdown menu showing a green checkmark and the word "Available". At the bottom is a blue "Sign In" button.

Skype för företag

Skype for Business

Sign in

Sign-in address:

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

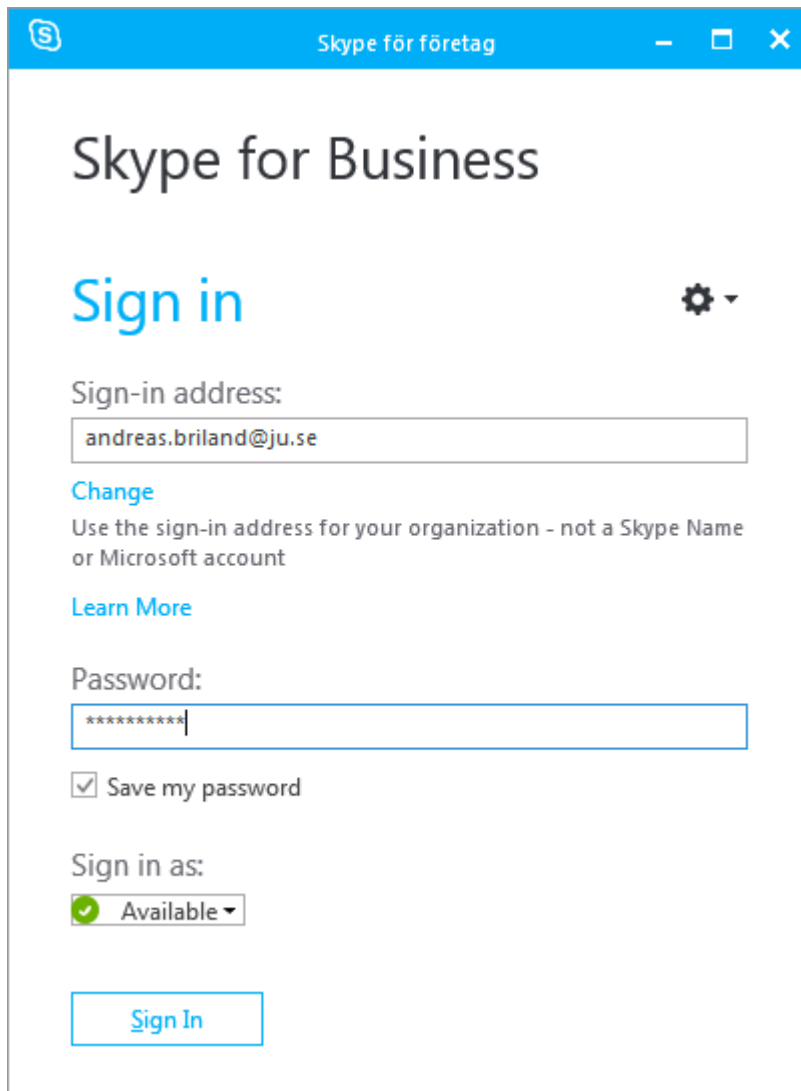
[Learn More](#)

Sign in as:

Available

Sign In

2. Enter your JU user account password.



Skype för företag

Skype for Business

Sign in

Sign-in address:
andreas.briland@ju.se

[Change](#)
Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

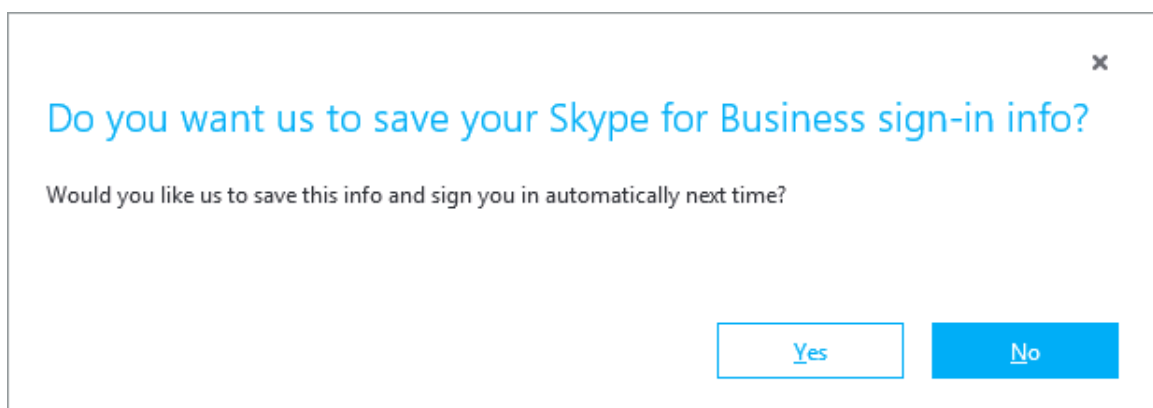
Password:

Save my password

Sign in as:
Available

[Sign In](#)

3. Click "Yes" or "No" depending on the computer where you log in. It is not advisable to save the sign-in info on a shared computer.

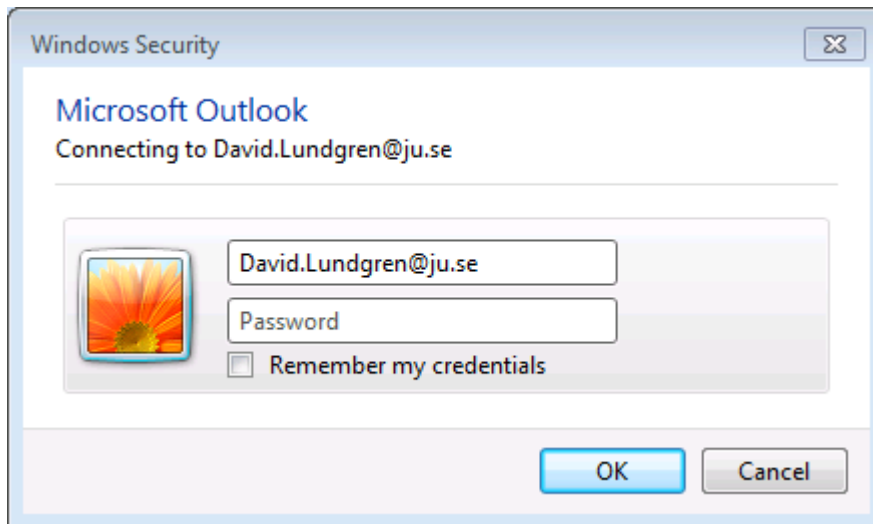


Do you want us to save your Skype for Business sign-in info?

Would you like us to save this info and sign you in automatically next time?

[Yes](#) [No](#)

NOTE! If this is the first Office 365 application that you log in to, you may receive an additional login screen:



Login with your email address and password and check the box “Remember my credentials”.