

Skype for Business Windows and Mac OS

Introduction

Skype for Business allows you to stay in contact with your USI colleagues and external contacts (landline and mobile numbers) by using all the phone features. It also allows you to organize and participate in meetings (videocalls, screen sharing, ...).

Minimum requirements

- PC/Mac connected to internet
- CAMPUS account

Download and installation

1. Download Skype for Business
 - **Windows:** <https://www.microsoft.com/en-us/download/details.aspx?id=49440>
 - **Mac OS:** <https://www.microsoft.com/en-us/download/confirmation.aspx?id=54108>
 - Available in the Office 365 Package (download from <http://portal.office.com> with USI credentials)
2. Once downloaded, continue with the installation and by starting Skype for Business with your USI credentials (username@usi.ch or CAMPUS\username).

Skype for Business

Sign in

Sign-in address:
username@usi.ch

Change

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

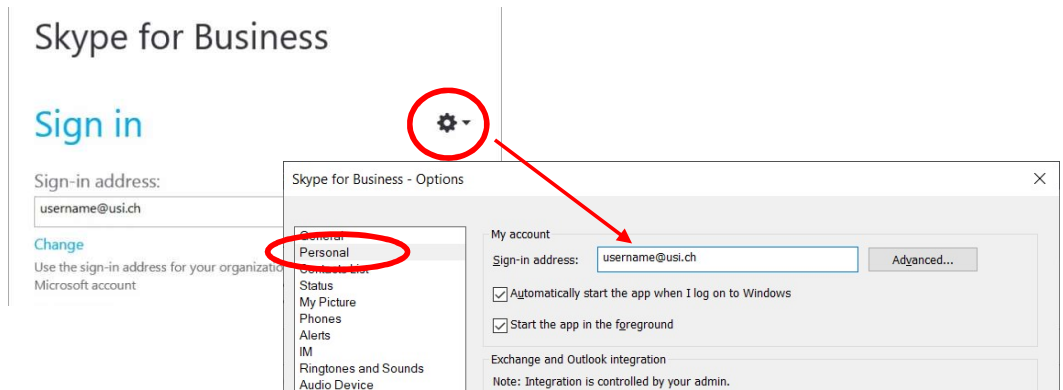
Password:

Save my password

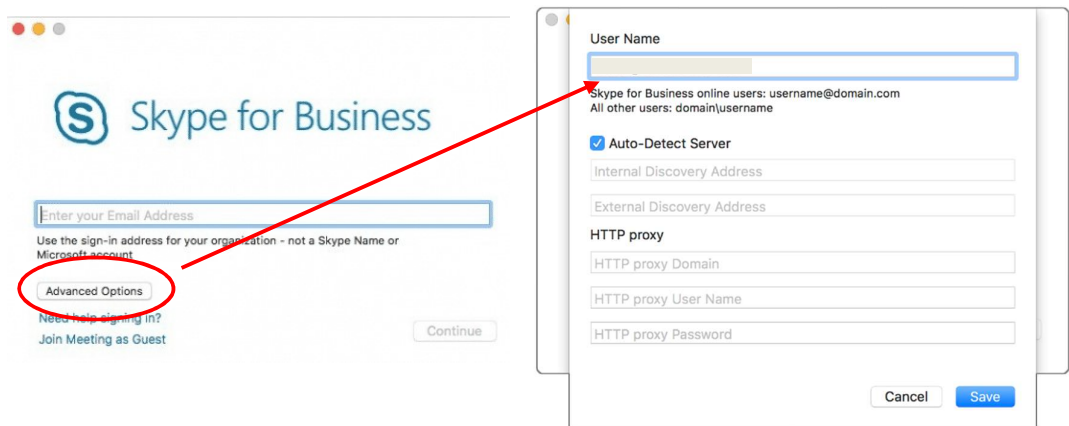
Sign in as:
Available

Sign In

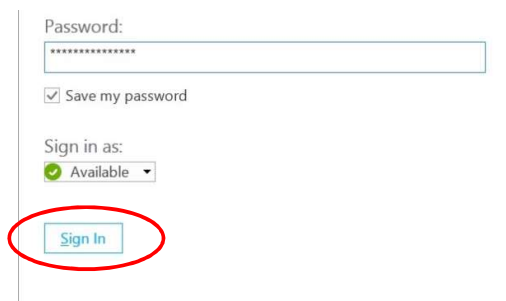
3. If there is a problem with login:
- Windows: check that you have inserted the correct [username@usi.ch](#) (on Settings – Personal), and not name.surname@usi.ch



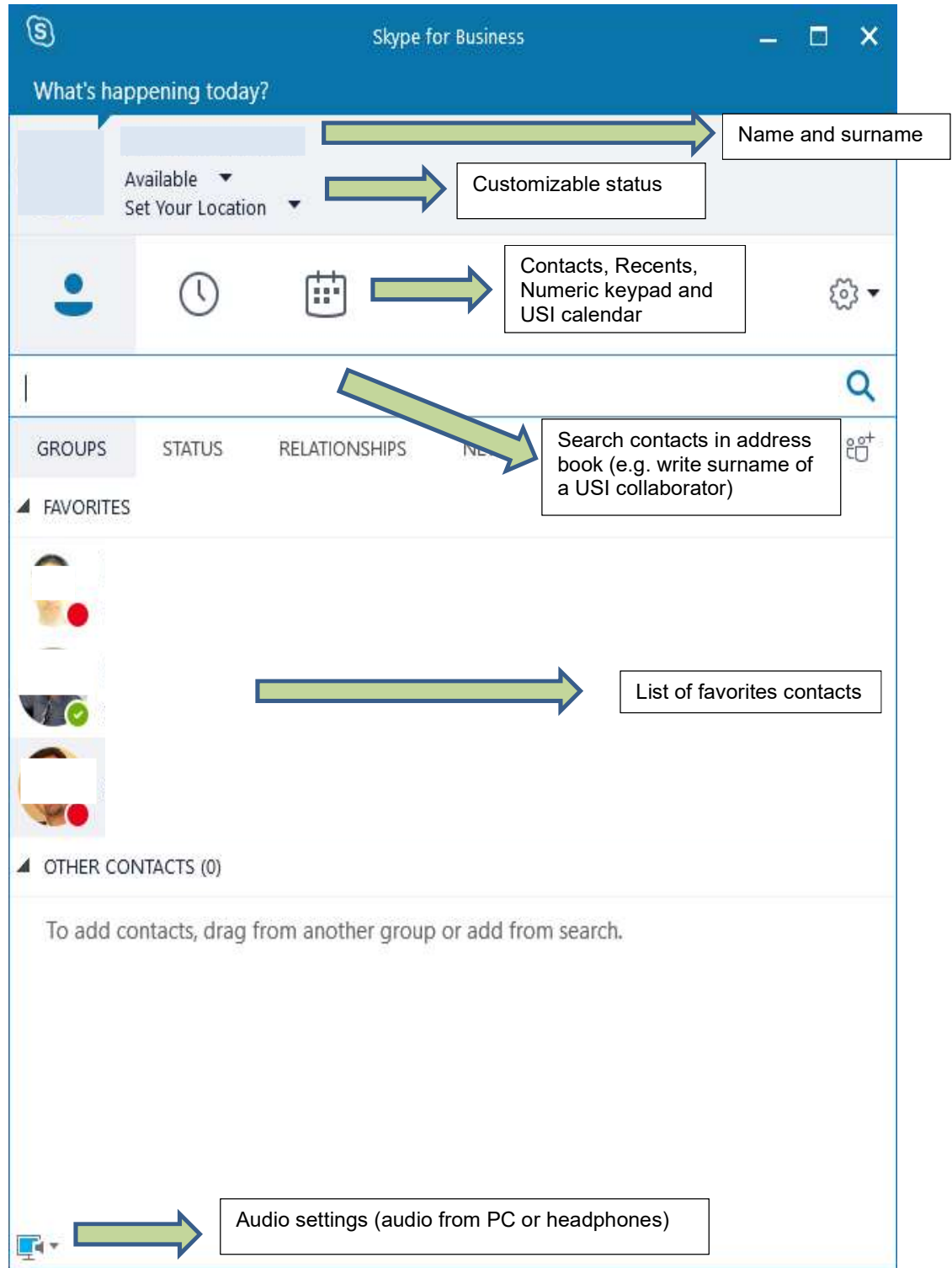
- Mac OS check in “Advanced Options” that `CAMPUS\username` or [username@usi.ch](#) is inserted



4. Finally, click on “Sign In”



Main features



Search for a desired collaborator via surname, double click on the name to enable all the features like chat, call, videocall, screen sharing.

