

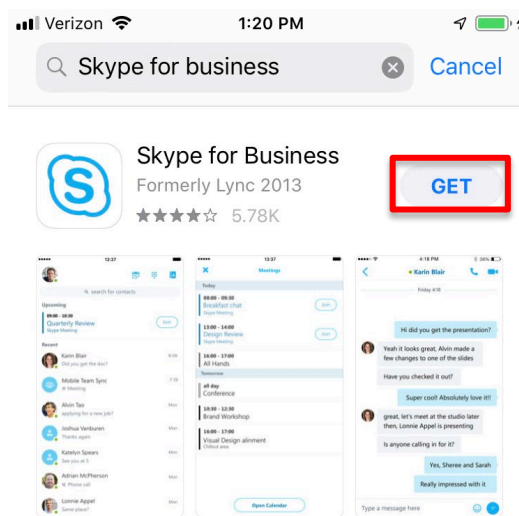
## Skype for Business for iOS

### PURPOSE:

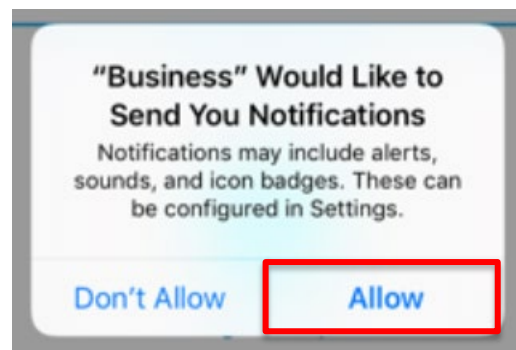
- Downloading and installing Skype for Business
- Setting up and configuring Skype for Business

### HOW TO CONFIGURE SKYPE FOR BUSINESS:

From the Home Screen, go to the App Store and search Skype for business. Click Get and then Install.



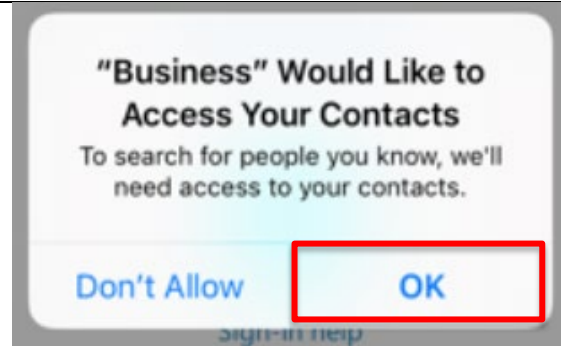
Once installed, open the Application, then decide if you would like Skype to be able to send you notifications. It is recommended that you Allow notifications.



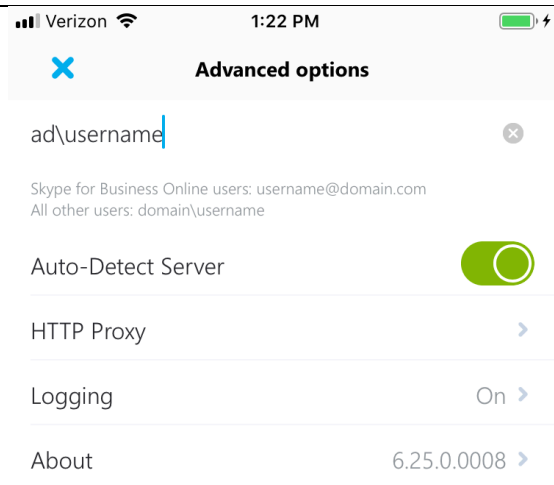
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## SKYPE FOR BUSINESS

Skype will then ask to access your Contacts. This isn't necessary for it to function. Lastly, it will ask for access to your microphone. This is only necessary if you'd like to be able to do Voice calls.



In the first window, enter your CU email address, then click Advanced Options. In the username field, type "ad\username" where the username is your CU username. Click the X in the top left to return.



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## SKYPE FOR BUSINESS

Enter your password in the password field under the email field. Click Sign In.



Sign in

firstname.lastname@cu.edu

••••••••

Save Password



[Advanced options](#)

Sign in

On the next screen Skype will require a phone number.

[Skip](#)

We need your phone number with country and region codes:

+1

This lets you make and get work calls, and join meetings from Skype for Business.  
(If you use VoIP, and it's unavailable, this is your backup.)



Normal carrier charges apply to all calls.

Important: Don't use the Skype for Business app to make emergency calls.



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