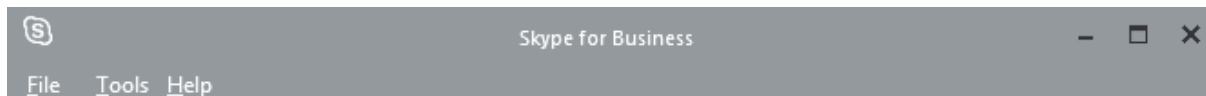


How to login to Skype for Business

Logging in on your Windows device

MMU devices are set to **automatically start and login** to Skype for Business **when Windows starts**. If you wish to **manually launch** the application, click on the **Start button** and search for Skype for Business, when you open the application, it will automatically attempt to log you in.



Skype for Business

Sign in



Sign-in address:

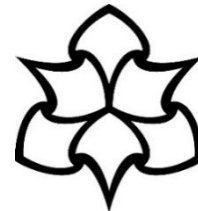
Use the sign-in address for your organization - not a Skype Name or Microsoft account

[Learn More](#)

Contacting server and signing in...

[Cancel Sign-In](#)

Modern authentication is enabled to offer **more secure authentication and authorisation** to our services. For that reason, you will receive an Office 365 prompt to enter your password. **However**, you **will not** be able to login with your email address, as Office 365 requires your username in the format [ID@ad.mmu.ac.uk](#) ([12345678@ad.mmu.ac.uk](#))



Click on **Sign in with another account** to login with your ID@ad.mmu.ac.uk address. Your account should be listed and display as **Connected to Windows**.



Skype for Business



← joe.black@mmu.ac.uk

Enter password

Password

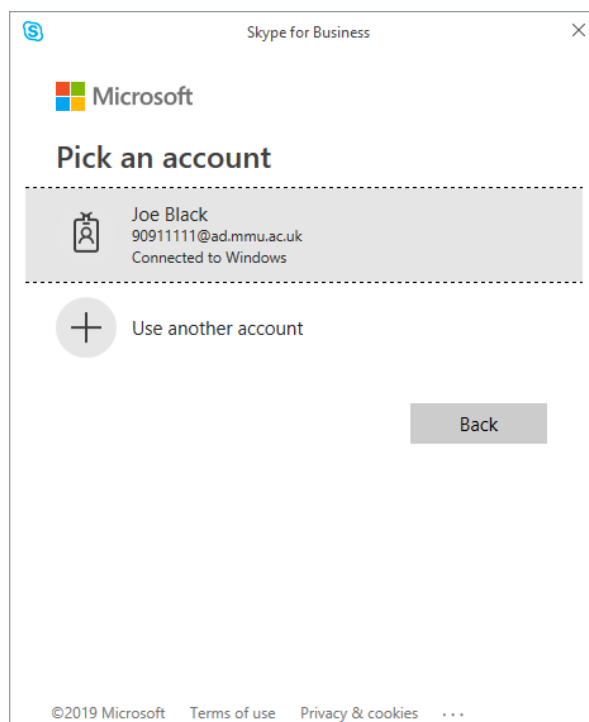
[Forgotten my password](#)

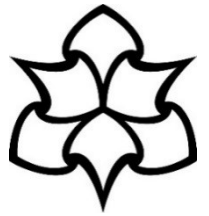
[Sign in with another account](#)

Sign in

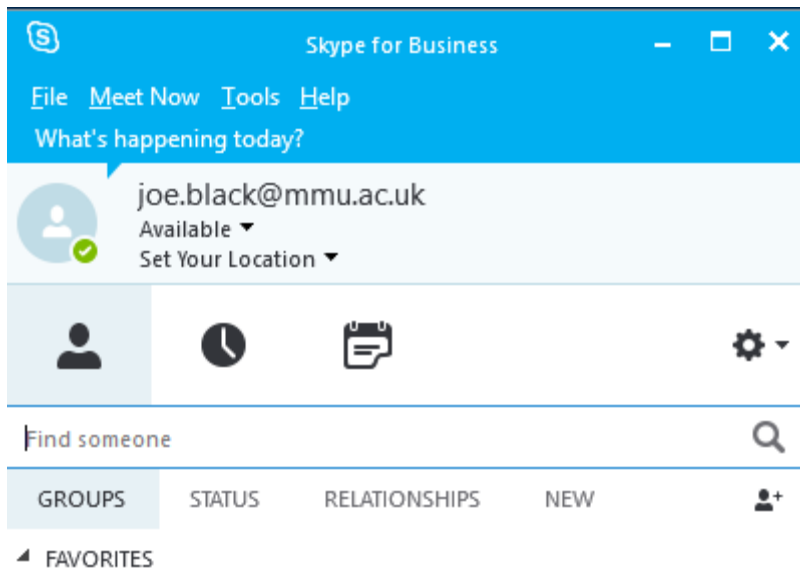
Login details: Staff – UserID@ad.mmu.ac.uk |
Students – UserID@stu.mmu.ac.uk | e.g
12345678@ad.mmu.ac.uk or
12345678@stu.mmu.ac.uk | If you're having any
difficulties logging in, please contact us on 0161 247
4646.

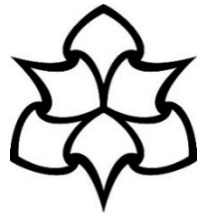
Click on your account to **login** to Skype for Business.





You will be **automatically signed** in and ready to start using Skype for Business.



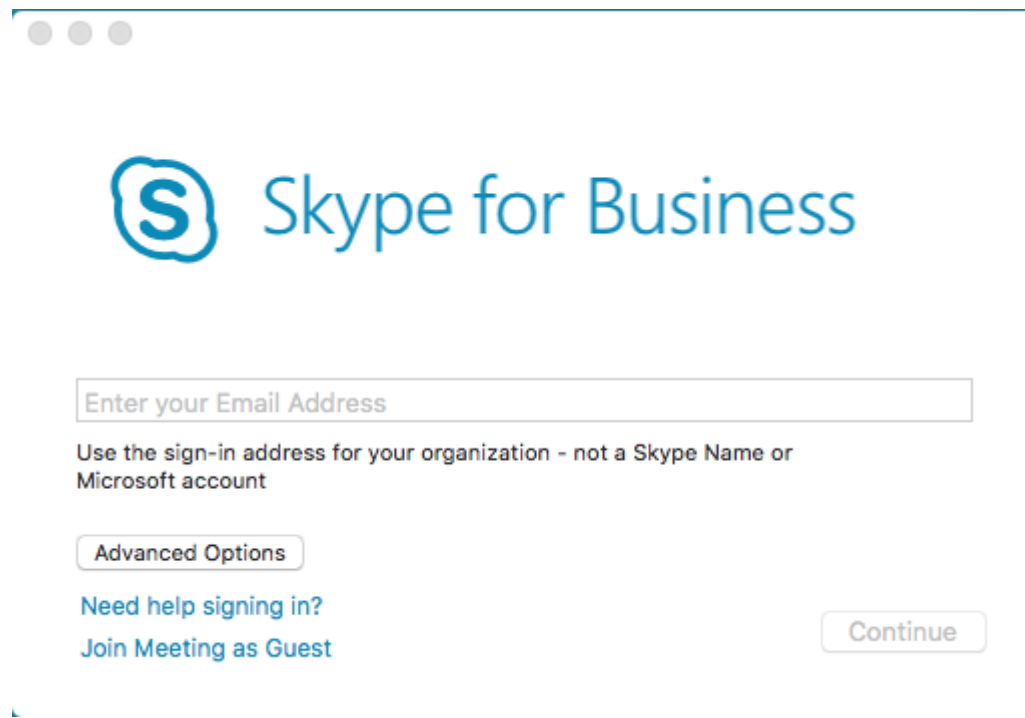


Logging in on your Mac device

To manually launch the application, click on the **Finder button** and search for Skype for Business.

Enter your **email address** and click **Continue**.

● ● ●

A screenshot of the Skype for Business login interface. At the top, there are three grey circles representing window control buttons. Below them is the Skype logo (a blue 'S' in a speech bubble) followed by the text 'Skype for Business'. A text input field contains the placeholder text 'Enter your Email Address'. Below the input field, there is a note: 'Use the sign-in address for your organization - not a Skype Name or Microsoft account'. There are three links: 'Advanced Options' (in a rounded rectangle), 'Need help signing in?' (in blue), and 'Join Meeting as Guest' (in blue). A 'Continue' button is located on the right side of the screen.

Enter your Email Address

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

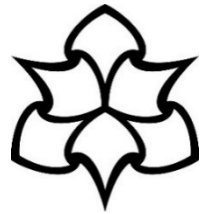
Advanced Options

Need help signing in?

Join Meeting as Guest

Continue

Modern authentication is enabled to offer **more secure authentication and authorisation** to our services. For that reason, you will receive an Office 365 prompt to enter your password. **However**, you **will not** be able to login with your email address, as Office 365 requires your username in the format [ID@ad.mmu.ac.uk](#) ([12345678@ad.mmu.ac.uk](#))



Click on **Sign in with another account** to login with your ID@ad.mmu.ac.uk address.



Skype for Business



←

Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

Login details: Staff – UserID@ad.mmu.ac.uk | Students – UserID@stu.mmu.ac.uk | e.g 12345678@ad.mmu.ac.uk or 12345678@stu.mmu.ac.uk | If you're having any difficulties logging in, please contact us on 0161 247 4646.

Enter your ID@ad.mmu.ac.uk address and click **Next**.



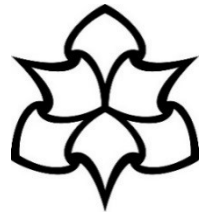
Sign in

[Can't access your account?](#)

Back

Next

Login details: Staff – UserID@ad.mmu.ac.uk | Students – UserID@stu.mmu.ac.uk | e.g 12345678@ad.mmu.ac.uk or 12345678@stu.mmu.ac.uk | If you're having any difficulties logging in, please contact us on 0161 247 4646.



Enter password

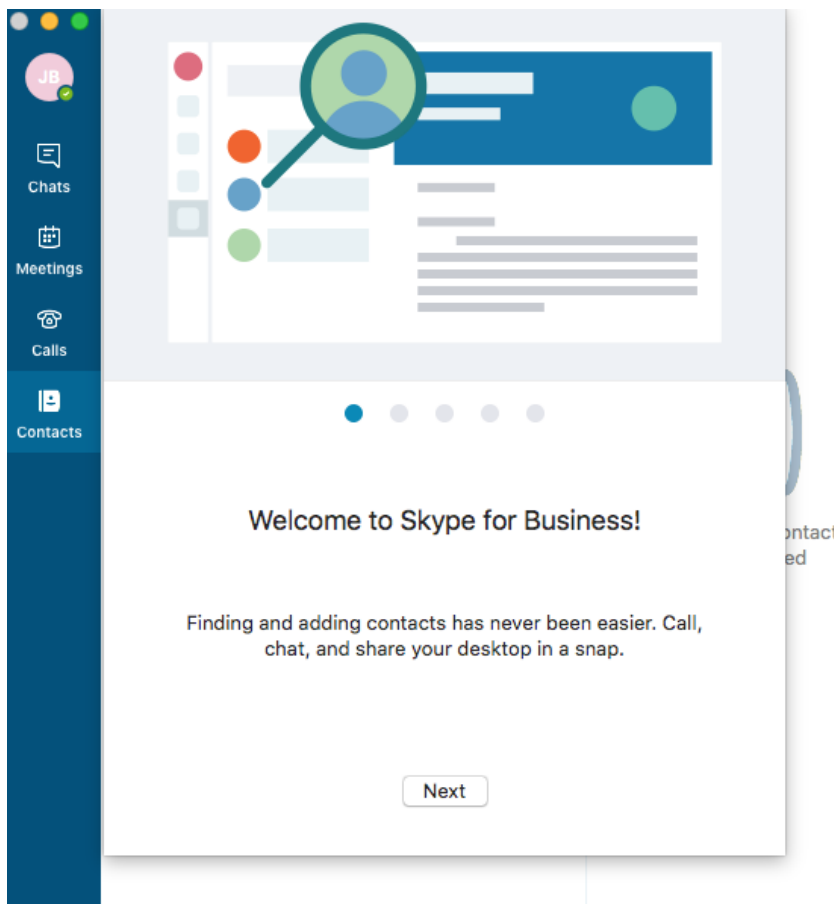
Password

[Forgotten my password](#)

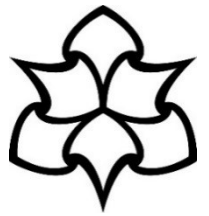
Sign in

Login details: Staff – UserID@ad.mmu.ac.uk |
Students – UserID@stu.mmu.ac.uk | e.g
12345678@ad.mmu.ac.uk or
12345678@stu.mmu.ac.uk | If you're having any
difficulties logging in, please contact us on 0161
247 4646.

Enter your **MMU password** and
click **Sign in**.



You will be signed in and
ready to use Skype for
Business.



Logging in on your mobile device

To manually launch the application, click on the **Skype for Business icon** on your smartphone.

Enter your **MMU email address and password** and click on the **arrow button**.



Organization sign-in address

Password

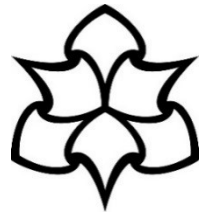
Save my password

 Advanced options



[Sign-in Help](#)

Modern authentication is enabled to offer **more secure authentication and authorisation** to our services. For that reason, you will receive an Office 365 prompt to enter your password. **However**, you **will not** be able to login with your email address, as Office 365 requires your username in the format [ID@ad.mmu.ac.uk](#) ([12345678@ad.mmu.ac.uk](#))



Click on **Sign in with another account** to login with your ID@ad.mmu.ac.uk address.



@mmu.ac.uk

Enter password

Password

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

Login details: Staff –
UserID@ad.mmu.ac.uk | Students –
UserID@stu.mmu.ac.uk | e.g
12345678@ad.mmu.ac.uk or
12345678@stu.mmu.ac.uk | If you're
having any difficulties logging in, please
contact us on [0161 247 4646](tel:01612474646).

©2019 Microsoft [Terms of use](#) [Privacy & cookies](#)

Enter your ID@ad.mmu.ac.uk address and click **Next**.



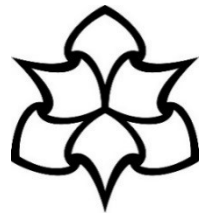
Sign in

someone@example.com

[Can't access your account?](#)

Back

Next



Enter your **MMU password** and click **Sign in**.



← @ad.mmu.ac.uk

Enter password

Password

[Forgotten my password](#)

Sign in

Login details: Staff –
UserID@ad.mmu.ac.uk | Students –
UserID@stu.mmu.ac.uk | e.g
12345678@ad.mmu.ac.uk or
12345678@stu.mmu.ac.uk | If you're
having any difficulties logging in, please
contact us on 0161 247 4646.

You will be signed in and ready to use Skype for Business.

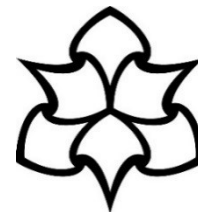
🔍 Search for contacts



Sign in to your Exchange account to see your
upcoming meetings



Your conversations will appear here



Note: if you see a notification to sign in to your Exchange account, enter your details as below:

Authenticator 12:34 97%

Exchange

AD\<<mmu id>

*****@mmu.ac.uk

.....

Skype for Business needs your Exchange credentials to show all your meetings and voice mail information.

User name: AD\<<MMU ID>

Email address: *****@mmu.ac.uk

Password: MMU ID

Need IT Support?

The IT Helpline team is on call 24 hours a day, 7 days a week.

Or come see us weekday afternoon at the University library.

- Call: **0161 247 4646**
- Email: it.helpline@mmu.ac.uk
- Visit (12.30pm to 4:30pm, Monday to Friday):
Ground Floor
Manchester Metropolitan University Library
All Saints Park
Manchester
M15 6BX
- Chat (between 08:30am-4:30pm): [Start chat](#)