

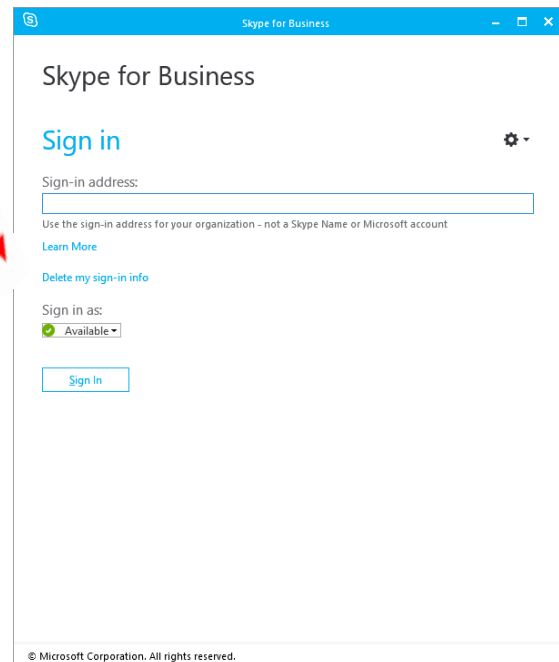
## Topic: Connect your Skype to the new Office 365 service

1. Open Skype for Business. Click on "Delete my sign-in info" as shown in the picture to the right.
2. Enter your email address in the **Sign-in address** field and click on **Sign In**.

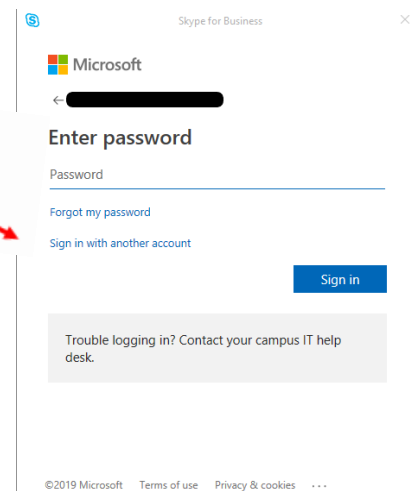
You must use your default email address you have selected for the Minnstate system.  
If you are not sure which address you have setup as your default:

1. Go to <https://starid.minnstate.edu> and sign into your profile.
2. Click on the tab "Office 365 Contact"
3. View your primary email that is listed.
4. This is what you would use for Skype

*\* You will receive another popup box to enter your authentication credentials*



3. Click on the **"Sign in with another account"** and enter your username in the following format and click Next.  
Employee username: <StarID>@minnstate.edu  
Student username: <StarID>@go.minnstate.edu
4. Enter your StarID password and click Sign in.



## For More Information

Please contact Information Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.