

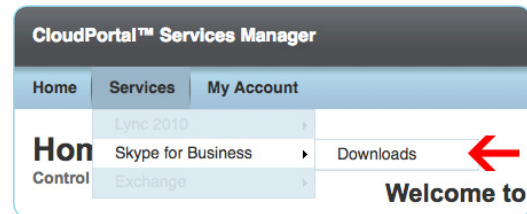
Skype for Business

In a cloud-based UC environment where a hosted VoIP phone system is fully integrated with hosted exchange email, voicemail and workflow applications, your company can be more productive, efficient and effective. Momentum's hosted Skype for Business client provides quick and easy real-time communication and presence information.

DOWNLOAD AND INSTALL SKYPE FOR BUSINESS ENTERPRISE

Please follow these steps to create and configure a new profile for your Momentum Skype for Business Enterprise account:

1. Login to <http://cortex.completeuc.com> using the user ID and password provided by your implementation engineer.
2. On the top of the page select **Services** → **Skype for Business** → **Downloads**
3. Locate the appropriate client for your operating system. Refer to the table below to determine the appropriate client for your system.
4. Under the appropriate version you wish to download, click "I agree" to download the installer.
5. Install the software



Skype for Business Versions	Minimum Requirements	URL for System Requirements
Skype for Business 2016 for Windows	Windows 10 Windows 8.1 and 8 Windows 7 Windows Server 2008 R2 w/SP	http://technet.microsoft.com/en-us/library/gg412781(v=ocs.15).aspx
Microsoft Lync for Mac 2011	Mac OS X version 10.5.8 or a later version of Mac OS	http://technet.microsoft.com/en-us/library/jj984148(v=office.14).aspx

CHANGE YOUR PASSWORD

1. If needed, login to <http://cortex.completeuc.com>
2. At the upper right, click your Name next to where it says, "Welcome"
3. Change your password, click **Update**
4. Manage your security questions, click **Update**

START SKYPE FOR BUSINESS AND SIGN IN ON WINDOWS

1. Open Skype for Business
 - a. Click **Start**
 - b. Click **All Programs**
 - c. Click **Microsoft Skype for Business**
 - d. Click **Microsoft Skype for Business 2016**
2. If you are not signed in automatically, enter your login credentials. You will need the following information that was provided by your implementation engineer:
 - a. Sign-in Address:
 - » Your user ID in lowercase followed by @completeuc.com (ex. youruserid@completeuc.com)
 - b. User name:
 - » Your email address
 - c. Password:
 - » Your password

Sign-in address:
userid@completeuc.com Change

User name:
email@yourdomain.com

Examples:
Lync Online users: username@domain.com
All other users: domain\username


Password:

Save my password

3. (Optional) Select a presence status to tell your contacts your availability. By default, Skype for Business sets this status automatically, based on your current activity or Microsoft Outlook Calendar.
4. Click **Sign In**.

SET UP SKYPE FOR BUSINESS TO START AUTOMATICALLY

In order for Skype for Business to start automatically when you log on to a Windows operating system, complete the following:

1. On the Microsoft Skype for Business main window, click the **Options** button , click **Tools** → **Options** → **Personal**.
2. Verify your Sign-in address.
3. Check the box labeled **Automatically start Skype for Business when I log on to Windows**.
4. For the change to be implemented, sign out of Skype for Business and then sign in again.

SKYPE FOR BUSINESS (FORMERLY LYNC 2013) FOR MOBILE DEVICES

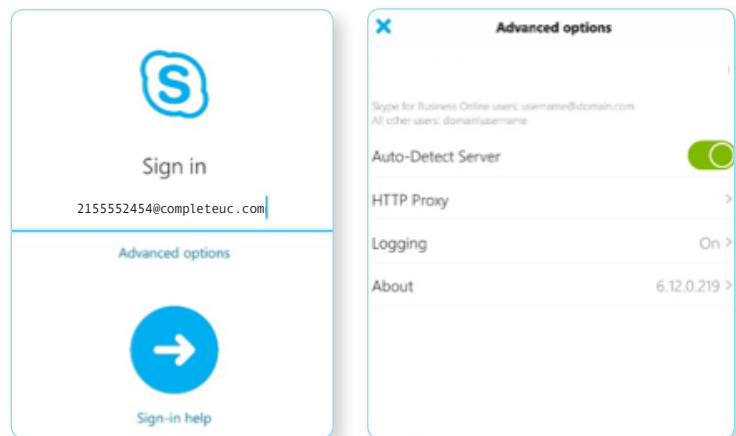
Note: Only Skype for Business for Mobile is supported, LYNC 2010 is not supported.

Sign-in Requirements

Field	Entry	Example
Sign-in address	SIP address	[user_999@completeuc.com] <i>Note: completeuc.com will always be the domain.</i>
Password	Password	
User name	UPN or domain/username	youremail@domain.com or completeuc/username

IPHONE SIGN-ON

1. Download the Skype for Business App
2. Click **Advanced Options** to view the Username
3. Enter:
 - a. Sign-in Address
 - b. Password
 - c. User Name
4. Click to sign-in



ANDROID SIGN-ON

1. Download the Skype for Business App
2. Click **Advanced Options** to enter the Username
3. Return to the Sign-on screen and enter:
 - a. Sign-in Address
 - b. Password
4. Click **Sign-in**

