

# Skype for Business How To Guide

## Phone set-up pin:

### Security reasons:

Click on:

<https://dialin.ufs.ac.za>

Click on:

Sign In

Skype for Business Server

Dial-in Conferencing Settings and PIN Management

**Personal Identification Number (PIN)**  
To set your PIN and Conference ID you must first sign in.

[Sign In](#)

**Conference Dial-in Numbers**

Region	Number	Available Languages
+2751	<a href="#">051 401 9999</a>	English (Australia)

Skype for Business Server

Dial-in Conferencing Settings and PIN Management

**Sign In**  
Sign in using your network logon credentials.

Language: English (United States)

[Sign in with a different account](#)

[Back to main page](#)

### Sign in:

Click on:

Sign In

Skype for Business Server

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**Set Your PIN**

Your PIN:  
- must be between 6 and 24 digits long  
- cannot contain letters, spaces or special characters  
- cannot contain repeating or consecutive numbers, or match your phone number or extension  
You use this PIN when you dial in to conferences and meetings on your company network.

New PIN:

Confirm PIN:

## Create Pin:

The unique pin created will now secure your phone. Please use this unique pin to sign-in to your phone.

[www.ufs.ac.za](http://www.ufs.ac.za)

UFSUV | UFSweb | UFSweb | ufsuv

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Inspireer uitnemendheid. Verander lewens.*

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# Support Links:

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## Skype for Business Client on your Computer (Optional)

### Windows

- **Set Up**

<https://support.office.com/en-us/article/set-up-skype-for-business-c0b4ef28-d281-4bb6-ba4d-50495d2ae24c?ui=en-US&rs=en-US&ad=US>

- **Chats**

<https://support.office.com/en-us/article/chat-in-skype-for-business-133b5587-105f-444c-b4a1-721c22416d02?ui=en-US&rs=en-US&ad=US>

- **Share and Schedule**

<https://support.office.com/en-us/article/share-and-schedule-in-skype-for-business-5c60902b-b08c-4d72-b823-9ecc250cca8c?ui=en-US&rs=en-US&ad=US>

- **Set up Mobile App**

<https://support.office.com/en-us/article/set-up-your-mobile-apps-985ab72b-47ed-4e0b-9ee5-7376263553ca?ui=en-US&rs=en-US&ad=US>

- **Adding a Contact:**

<https://support.office.com/en-us/article/Add-a-contact-in-Skype-for-Business-89338023-2adf-4f5c-90b6-f8b6f72fadd1?ui=en-US&rs=en-US&ad=US>

- **Presence, and Instant Messaging:**

<https://support.office.com/en-us/article/Send-an-IM-in-Skype-for-Business-48c07e01-c833-4c63-8505-0fda906ef33b?ui=en-US&rs=en-US&ad=US>

- **Making Calls**

<https://support.office.com/en-us/article/make-and-receive-a-video-call-using-skype-for-business-abf62493-670f-4b0d-b2cf-fe03b49caf42?ui=en-US&rs=en-US&ad=US>

- **Meetings**

<https://support.office.com/en-us/article/Join-a-Skype-for-Business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5>

- **Set up a Meeting in Outlook**

<https://support.office.com/en-us/article/Join-a-Skype-for-Business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5>

- **Video Calls and Conferencing**

<https://support.office.com/en-us/article/Join-a-Skype-for-Business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5>

- **Call Forwarding**

<https://support.office.com/en-us/article/set-call-forwarding-options-in-skype-for-business-1ec2e7fb-471c-4c35-bc90-a35991b3f532>

## Mac iOS

**Please note:** Basic functionalities available for Mac Users:

**Click on link below for more information:**

<https://docs.microsoft.com/en-us/skypeforbusiness/plan-your-deployment/clients-and-devices/desktop-feature-comparison>

- **Set up Skype for Business**

<https://support.office.com/en-us/article/set-up-skype-for-business-on-mac-d3af2dd4-04ff-48e7-8e68-25269f6a6e09>

- **Chats**

<https://support.office.com/en-us/article/chat-in-skype-for-business-on-mac-303b6e02-8640-45aa-b811-f59d61f99b4c?ui=en-US&rs=en-US&ad=US>

- **Share and Schedule**

<https://support.office.com/en-us/article/share-and-schedule-in-skype-for-business-on-mac-2cd3ef2a-6646-4175-bdc4-8d3a931931ae?ui=en-US&rs=en-US&ad=US>

- **Set up Mobile apps**

<https://support.office.com/en-us/article/set-up-your-mobile-apps-6c342690-1b50-4e28-a7ab-89acb1763c94?ui=en-US&rs=en-US&ad=US>

# Touring the LinkedIn Learning Platform:

## LinkedIn Online training Video

<https://www.linkedin.com/learning>

### Step 1:

Access the **UFS Staff Intranet Page**

<https://intranet.ufs.ac.za>



### Step 2:

Under the heading **Self Service** click on **LinkedIn Learning**

You will be re-directed to the **LinkedIn** platform

**Login:** UFS e-mail address  
([example@ufs.ac.za](mailto:example@ufs.ac.za))

**Password:** UFS Password

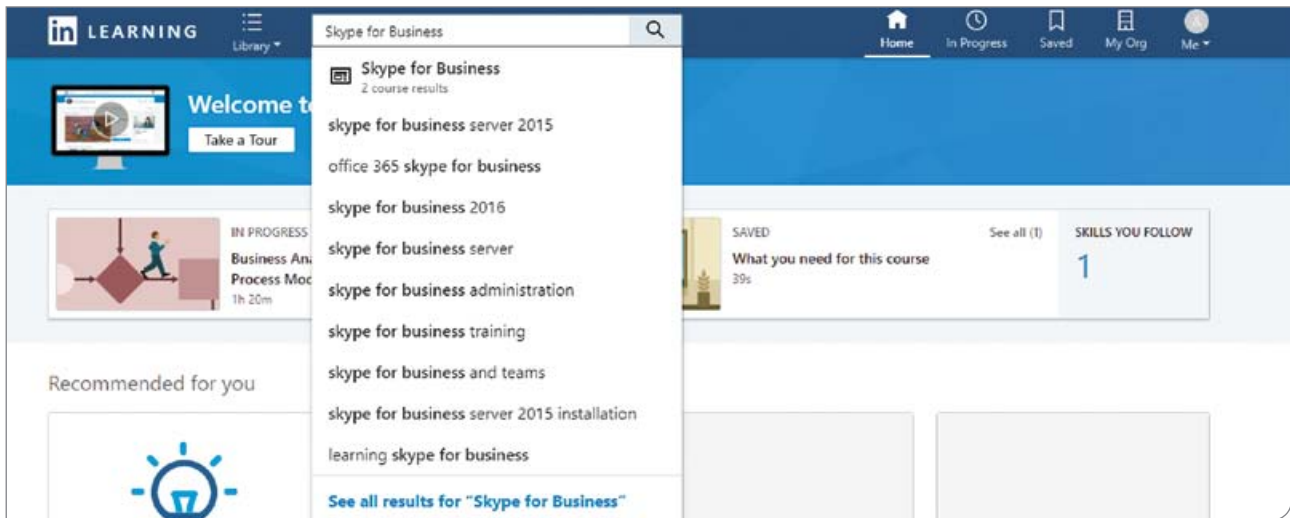
#### Self-service

- Lab Bookings
- Campus Password Change
- PeopleSoft Human Resources
- PeopleSoft Financials (Only on campus)
- PeopleSoft Campus Solutions
- Student Self-Service
- SolveIT
- Service Desk
- Update Staff Page
- **LinkedIn Learning** ←

### Step 3:

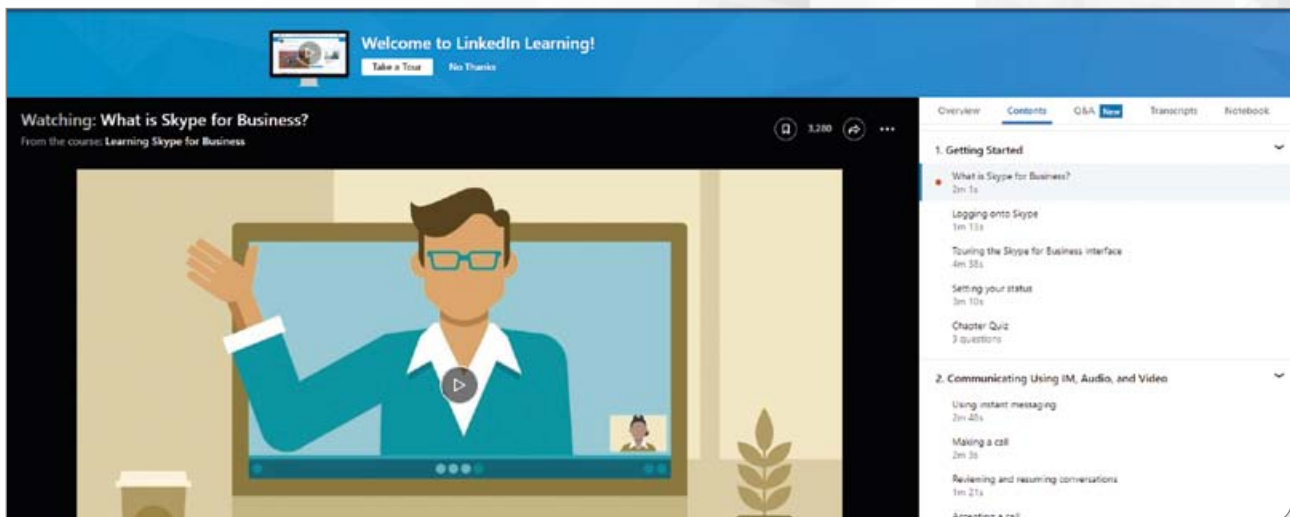
Type in: Skype for Business

Click on: "Skype for Business Essential Training"



### Step 4:

Watch the training videos



### Tutorial Videos:

<https://www.linkedin.com/learning/skype-for-business-essential-training/understand-the-skype-for-business-service?u=37069596>

<https://www.linkedin.com/learning/skype-for-business-essential-training/group-calls?u=37069596>

# Skype for Business Mobile App

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iPhone / iPad, Windows Phone and or Android device, download Skype for Business on your app store.

This device can operate as an office phone – allowing you to make and receive call, together with Instant Messaging (IM) and participate in video calls.

## Official calls and Private calls

- No Telephone pin code required when calling Official.
- Dial 999 in front of the number if it is for private use.

**Please note: Billing will remain unchanged for private calls**

## Setup of mobile devices:

**NB: Please connect to Wireless 1 as data charges apply on downloading the app and making, and receiving video / voice calls. This applies to IM as well.**

### Android Phone:

- Go to play store (Android) and download skype for business
- Download App (35.84 MB)
- Open skype for business (shortcut will be added)
- Accept terms of use
- Click arrow
- Organizational sign-in address is your UFS email address
- Click arrow
- Type UFS email password
- Click arrow
- Tick box next to Always trust this certificate
- Click continue
- Add cellphone number
- Click arrow
- Go to next page, next page and then click arrow
- To receive office calls on your cellphone, skype for business on your phone must be open and be on

### Apple Phone:

- Go to app store (IOS) and download skype for business
- Download App (140 MB)
- Open skype for business
- To receive office calls on your cellphone, skype for business on your phone must be open and UFS Wireless1.

# Contact us

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## Support enquiries:

[ServiceDesk@ufs.ac.za](mailto:ServiceDesk@ufs.ac.za)

## Contact details:

X2000

## Log an Incident:

[SolveIT.ufs.ac.za](http://SolveIT.ufs.ac.za)

## Migration Feedback:

*(Please note, this is only for feedback purposes, no response to any supporting enquiries will be handled here)*

[Skype4Business@ufs.ac.za](mailto:Skype4Business@ufs.ac.za)