## **O365** | User name change for Microsoft Skype (2013 & 2016) desktop application

Once your user name has been updated it may take up to 24 hours for it to take effect across all Office 365 (O365) Services. After the change has taken effect, you will have to sign into Outlook, Skype for Business, OneDrive for Business and other O365 services with the updated user name. Following are directions for changing your user name within the desktop application Skype.

## Skype for Business User Name Change

STEP	DESCRIPTION	EXAMPLE
1	If starting your PC for the first time after the username change, and Skype is in your Start Menu you may be prompted for credentials. <i>Click</i> <b>Cancel</b> . Skip to step 3	
2	Sign out of Skype, if signed in	
3	Click Delete my sign-in info Delete my sign-in i	Skype for Business File Tools Help Skype for Business Sign in *- Sign-in address: Vour Primary Email Address Use the sign-in address for your organization - not a Skype Name or Microsoft account Learn More Delete my sign-in info Need help signing in? Sign in as: Available • Sign In
4	Within the forget sign-in information pop-up, click <b>Yes</b>	× Want us to forget this sign-in information? We'll delete the Skype for Business sign-in and account info for YourPrimaryEmail@campus.edu <u>Yes</u> <u>No</u>

5	1. Enter your <b>new user name</b>	S Skype for Business S → □ <u>File T</u> ools <u>H</u> elp	×
	Employees/Guest: <u>yourStarID@minnstate.edu</u> Students: <u>yourStarID@go.minnstate.edu</u>	Skype for Business	
	2. Enter your StarID password	Sign in 🔹	
	OPTIONAL: Select <b>Save my password</b> to save credentials	Sign-in address: VourEmailAddress@campus.edu Change	]
	3. Click Sign In	Use the sign-in address for your organization - not a Skype Name or Microsoft account Learn More	
	Note: Sign-In address will be <u>First.Last@clcmn.edu</u> example: Corey.Hins@clcmn.edu	User name: YourStarID@minnstate.edu Examples: Skype for Business Online users: username@domain.com All other users: domain\username Password: Your StarID Password Vour StarID Password Save my password Delete my sign-in info Need help signing in? Sign in as: Available •	)
		Sign In 3	