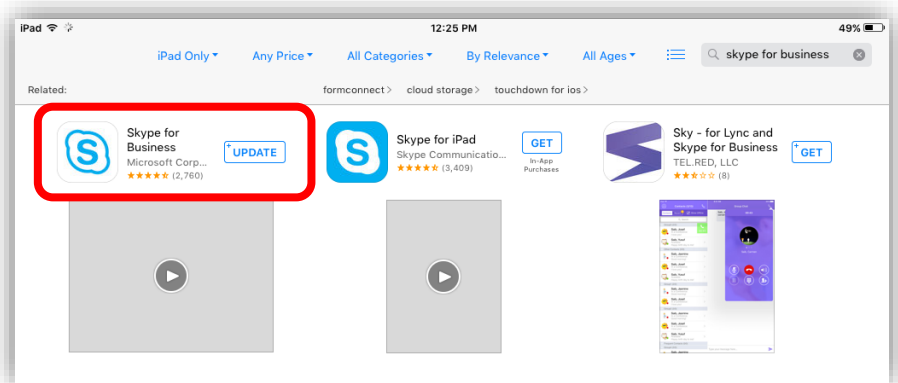
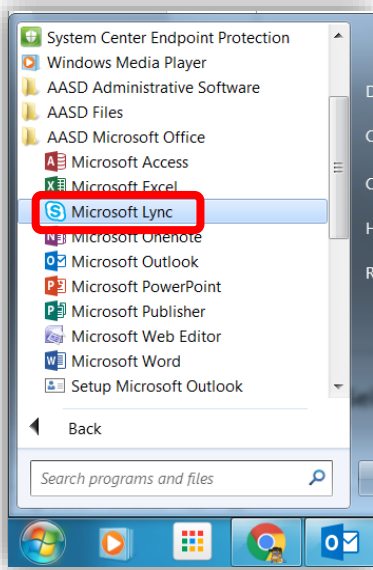
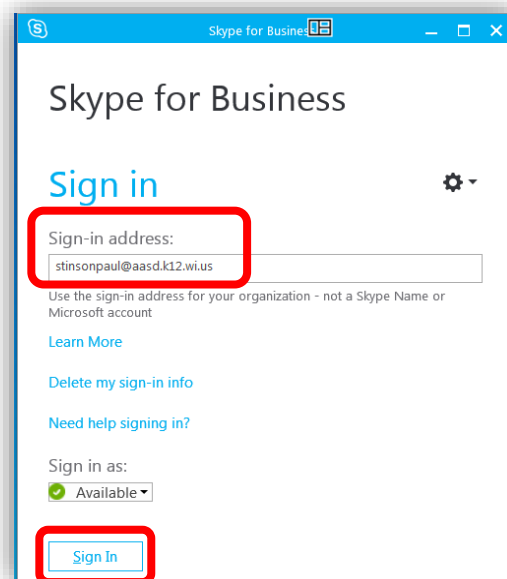


Your district credentials (email and password) are able to log you into certain versions of Skype to do video conferencing.

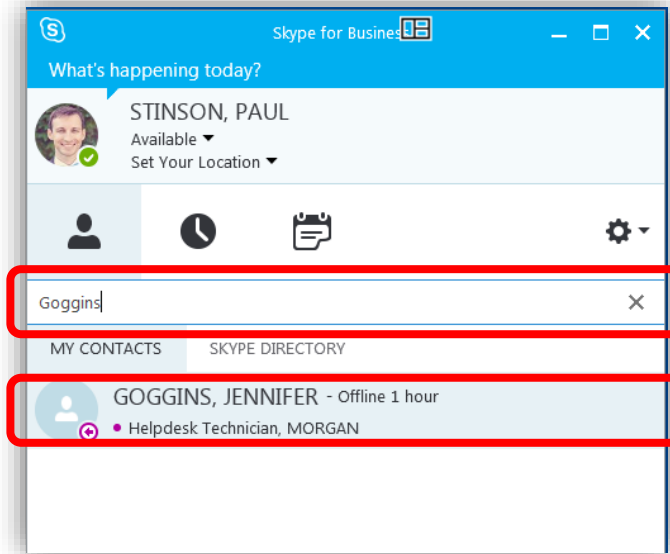
1. Locate the software based on what kind of device you are using.
 - a. On a School PC/Desktop – Use Microsoft Lync
 - i. Go to Start Menu > AASD Microsoft Office > Microsoft Lync
 - b. On a mobile Device (iPad, iPhone, Android Tablet, Android Cell Phone) – Use Skype for Business
 - i. Download from Apple App Store or Google Play Store



2. Log in with your school district email and password.



3. Once you are logged in you can search for other users in the search bar.
 - a. Users within the district will auto populate from your address book.
 - b. External users can be added but you will need their Skype ID or email associated with the account.
4. Double click on the contact name to open a chat window.



5. Once in the Chat Window, you can IM, Video Chat, Voice Chat or do a screen presentation.

