

Skype to Microsoft Teams Migration



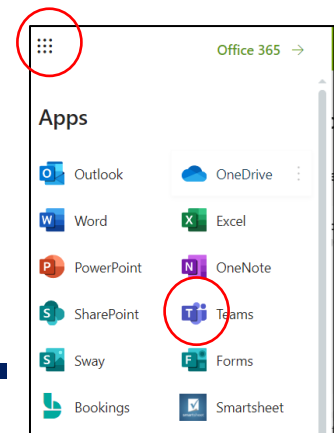
Microsoft Teams is replacing Skype for Business. Skype for Business will be retired by Microsoft on July 31, 2021. The chat feature can now be found in Microsoft Teams.

GETTING STARTED WITH MICROSOFT TEAMS

Those that use Skype for Business to communicate with others throughout the district can use the [Quick Start Guide](#) for steps to sign into Microsoft Teams and get started with the chat feature.

Sign into Microsoft Teams

1. Login to [Office 365](#) using your email address and email password
2. Click on the App Launcher (top left corner) and choose Teams
3. You will be automatically signed in. You may choose to install the app to easily navigate to Teams on your desktop.



WHO CAN USE TEAMS?

- Microsoft Teams will allow for communication from employee to employee. At this time, Microsoft Teams has not been provisioned for student use.
- If Skype for Business was not being used as a communication tool, no other steps are necessary for the user. Using Microsoft Teams for chat is an optional feature.

TRAINING RESOURCES

[Chat Quick Start Guide](#)

[Teams Quick Start Guide](#)

[Microsoft Teams Video](#)

Training on Microsoft Teams can be provided upon request by school administrators or district leaders.