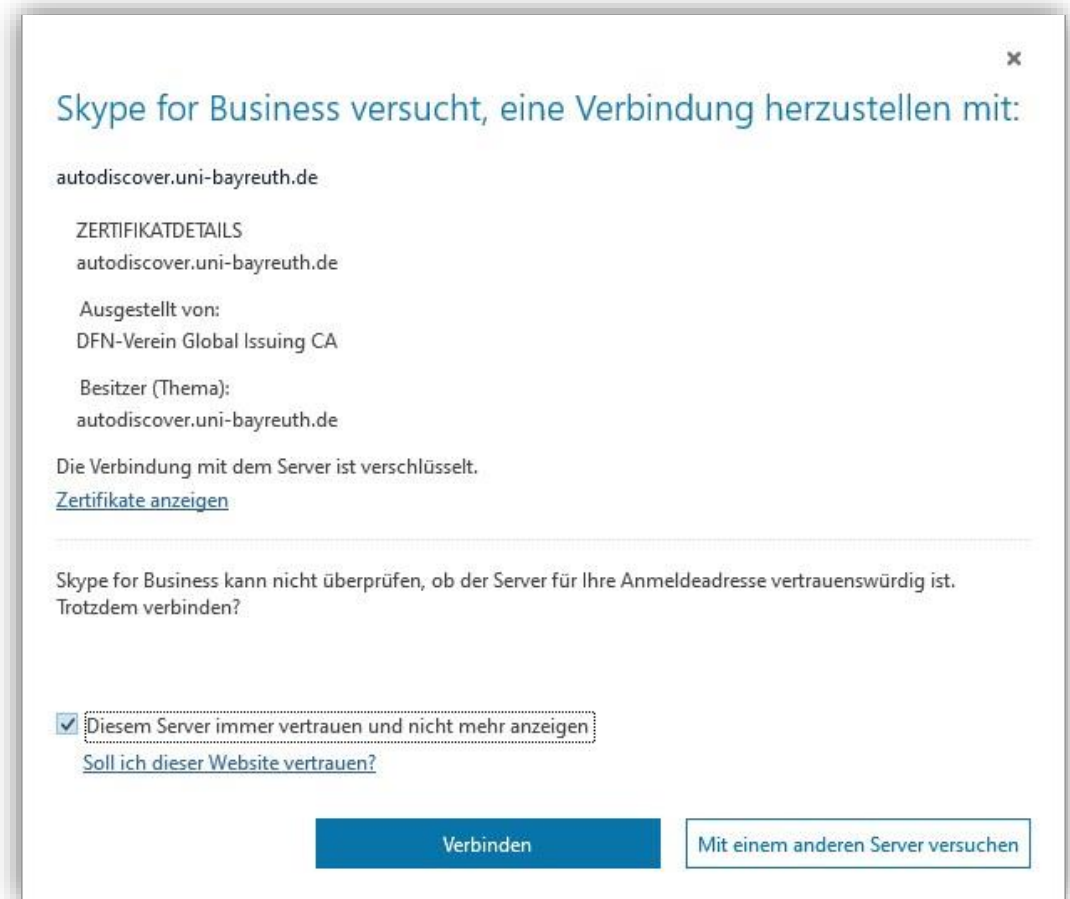




First start and initial configuration of the software

Initial configuration of Skype

- After downloading and installing, you should adjust the audio settings in Skype for Business.
- The first time you login to the software, the message shown on the right will appear. Select "Always trust this server and do not show it again" and then click on "Connect".

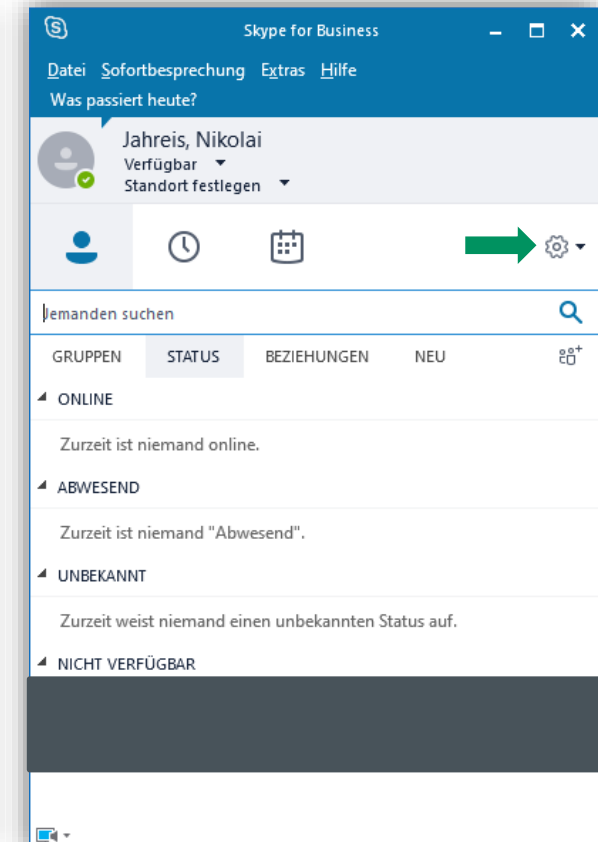


Initial configuration of Skype

- The registration in the software takes place via your Office 365 account `btXXXXXX@myubt.de`.
- If the message shown below still appears 24 hours after the consent for data processing, please contact the ITS contact point (its-beratung@uni-bayreuth.de, -3003)

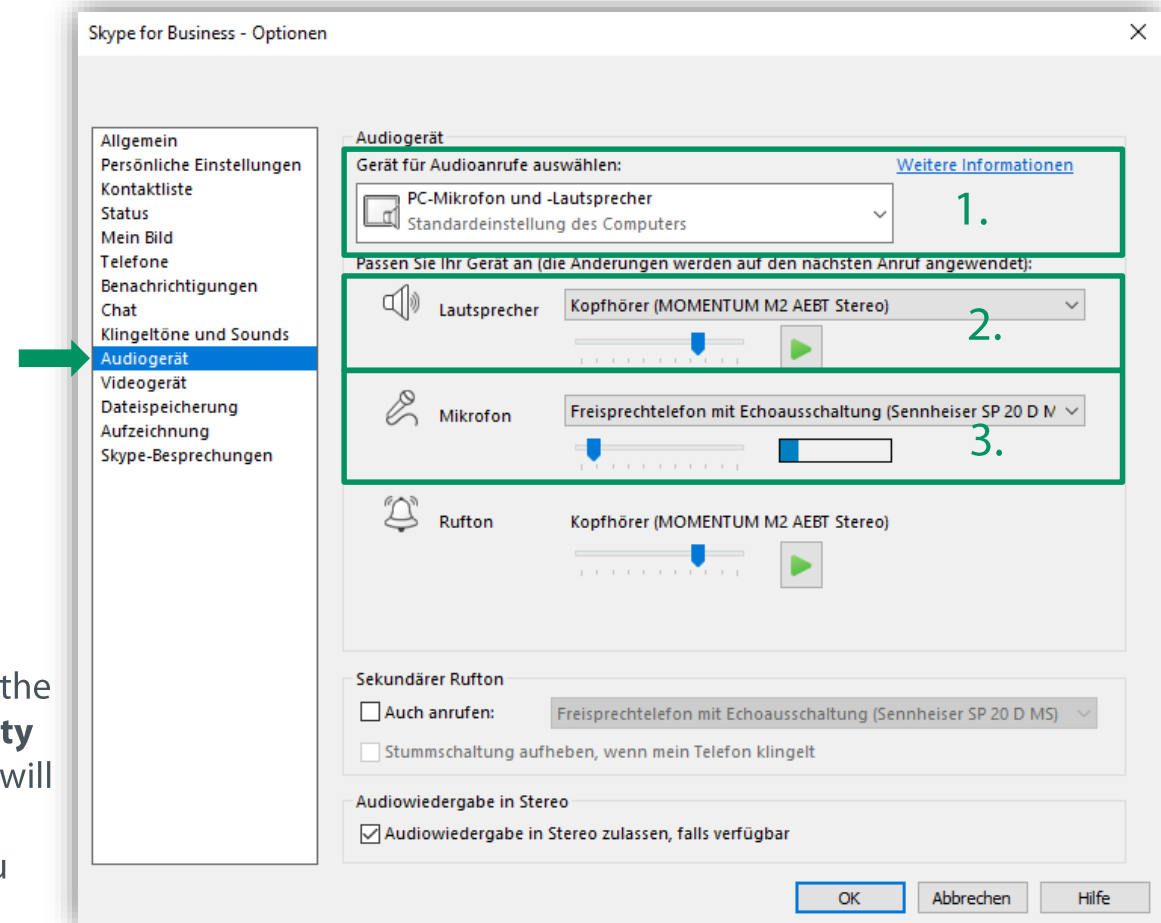


- To access the configuration settings, click on the gear wheel.



Audio configuration of Skype

- Now select "Audio device" in the options
- Here you should now specify the following:
 1. Specify the recording and output device:
In general, the setting "Default setting of the computer" is appropriate here
 2. Speakers: Here you can choose between the audio output devices of your PC and check the output volume
 3. Microphone: Here you select your microphone for the telephone calls. Choose and use the **highest quality microphone** you have access to - your colleagues will be grateful!
You can also **set the microphone level** here, if you speak normally the bar should fill up to about **two thirds**.



Further settings

- On this occasion you should also make the remaining settings of the software at your own discretion
- If you have any further questions or comments about these instructions, please contact: its-beratung@uni-bayreuth.de

