Skype for Business

Activation and Installation
Activation of the Office 365 accounts

- For activation you must agree to the processing of your data by Microsoft.

- The Microsoft Office 365 Cloud - unlike other cloud services or popular social networks - meets European privacy standards and does not aim to use your data for advertising or similar purposes.

- To do this, log on to the ITS portal (https://portal.its.uni-bayreuth.de) with your bt credentials.
Activation of the Office 365 accounts

- There, select the "Explanations" button

- Then select "Yes, please provide me with a Microsoft account" and confirm the selection by saving the changes

- The provision of the account and allocation of the licenses by Microsoft then takes up to 24 hours

- The Office 365 accounts have the form: btYYXX@myubt.de
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Installation on Windows systems

- First, check whether Skype for Business is already installed on your system. This is the case with the Office "Click to Run" installation.

- The download takes place via the Microsoft Office Portal (portal.office.com). Here you can log in with your now created Microsoft account.

- The Office Portal page first redirects you to the ITS login interface - the password is identical to your Uni Bayreuth account.
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- After login, navigate to the account management by clicking on "Install Office" -> "Install Software".

- Once there, select "Apps and devices".

- All Office components provided for you are now displayed here
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- Here you can now choose the language, version, and edition of your Skype installation. The edition depends on the Office components already installed.

- In most cases, "Skype for Business 2015" is the right edition for you - but the installation wizard will check this on its own and cancel the installation if necessary.

- If you have problems with the installation, please contact the ITS Helpdesk its-beratung@uni-bayreuth.de
Installation under OSX

- On Mac OSX you can download Skype for Business directly from the following link:


- You will find instructions for installation on the linked page