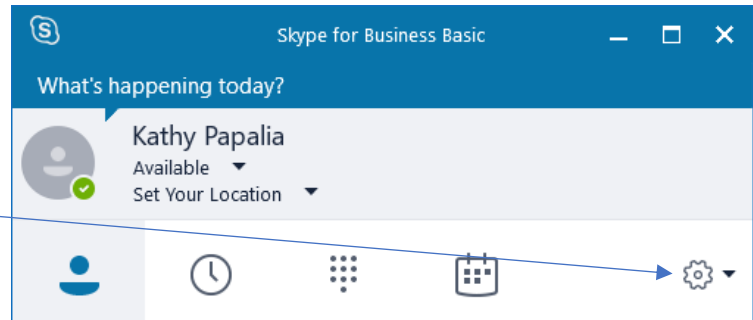


Disconnecting from Skype for Business (S4B)

If you use S4B to chat with staff outside your department, you may wish to skip this step until they standardize on Microsoft Teams. Teams is installed on all PCs however the individual may not yet know how to use it for chat.

1. Double click the Skype for Business icon on your taskbar. It is the Blue S on the right side of your taskbar near the clock.
2. Click the gear button on the right side of the button bar under your name.
3. Click **Personal** on the left task pane.
4. Uncheck **Automatically start the app when I log onto Windows**.
5. Click **OK** and close Skype for Business. There is no need to exit or sign out. The next time you reboot your computer, Skype will essentially stop working.



Unhiding the Microsoft Teams taskbar icon

1. Click the magnifying glass on your taskbar. If there is no magnifying glass, press the Windows Logo button and the letter S.
2. Type **Taskbar Icons** in the **Type here to search** field.
3. At the top of the search results, click **Select which icons appear on the taskbar**.
4. Click the toggle next to **Microsoft Teams** to put it in the ON state.
5. (Optional) Click the toggle next to **Skype for Business** to put it in the OFF state.

