**O365 |** User name change for Microsoft Skype (2013 & 2016) desktop application

Once your user name has been updated it may take up to 24 hours for it to take effect across all Office 365 (O365) Services. After the change has taken effect, you will have to sign into Outlook, Skype for Business, OneDrive for Business and other O365 services with the updated user name. Following are directions for changing your user name within desktop applications.

## Skype for Business User Name Change

|  |  |  |
| --- | --- | --- |
| STEP | DESCRIPTION | EXAMPLE |
| 1 | If starting your PC for the first time after the username change, and Skype is in your Start Menu you may be prompted for credentials. *Click***Cancel**. Skip to step 3 |  |
| 2 | **Sign out** of Skype, if signed in |  |
| 3 | *Click* **Delete my sign-in info** | C:\Users\am5254ca\OneDrive - MNSCU\Office 365\2017 Username Change\Skype Captures\Skype-foc-Delete-sign-in.pngC:\Users\am5254ca\OneDrive - MNSCU\Office 365\2017 Username Change\Skype Captures\Skype-Sign-in-foc-Delete.png |
| 4 | Within the forget sign-in information pop-up, *click* **Yes** |  |
| 5 | 1. *Enter* your **new user name**

Employees/Guest: yourStarID@minnstate.eduStudents: yourStarID@go.minnstate.edu1. *Enter* your StarID **password**

OPTIONAL: Select **Save my password** to save credentials1. Click **Sign In**
 |  |