

How to Access Video Counseling Through Skype for Business

Your session will be held through our secure conferencing platform, Skype for Business. Prior to your appointment, please familiarize yourself with this technology.

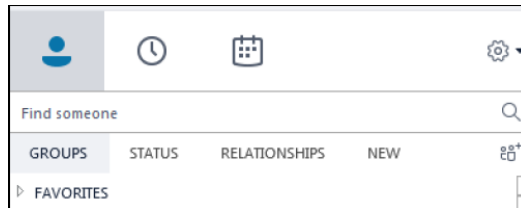
Make sure you have a webcam installed on your computer or phone.

If you have issues connecting with a person, please contact your internal IT or the main helpdesk at 512-475-9400

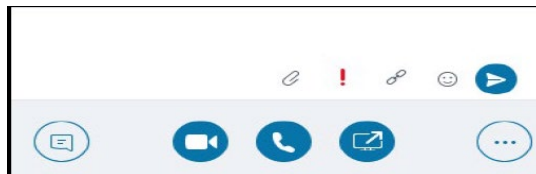
1. **How to log into Skype for Business** It's really easy! If you are part of the University, you have an account associated with your UT email. Just open Skype for Business on your computer or phone and log in using your email. If it asks you for your password, it will be your EID's password.



2. **Once Logged in** You can find someone by typing in their name into the search bar and double click on their name to start a chat.



3. **Video Call** Click the video icon at the bottom.



Helpful Links

<https://www.lynda.com/Skype-for-Business-training-tutorials/7493-0.html>

<https://support.office.com/en-us/article/Introducing-Skype-for-Business-e705627e-8e94-4bae-ac8b-4ccea5a9c4c0?ui=en-US&rs=en-US&ad=US>

Preparing for your appointment:

1. Be prepared to communicate to your counselor your address.
2. If disconnected, please try to reconnect through Skype for Business. If you cannot connect, please call 512-471-3366 to continue your appointment via phone. In the unlikely event you are unable to get through to us and need urgent help, please call 512-471-3399 to be connected to our counseling hotline.