

How to Sign Out of Skype

1. In the Skype application click on the arrow highlighted below then select File - Sign Out

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Find someor	ne					Meet Now		Change Sign-In A <u>d</u> dress
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								Exit

2. Once you have signed out click on the arrow again and select Tools – Options

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Skype for Business				
Sign in	⊚ <mark>. •</mark> Eile	, ,	1	
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or Microsoft account	√ Sho	v Menu Bar	1	Audio Degice Settings
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Delete my sign-in info			Dial-in Conferencing Settings	
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Sign In				

3. Select Personal then uncheck the "Automatically start the app when I log on to Windows" option:

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ersonal	Sign-in address: Advanced							
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Video Device	Automatically start the app when I log on to Windows							
	Start the app in the foreground							
	Exchange and Outlook integration							
	Note: Integration is controlled by your admin.							
	Sync contact info between Skype for Business and Exchange							
	Update my presence based on my calendar information							
	Show meeting subject and location to contacts in my Workgroup privacy relationship							
	Show my Out of Office info to contacts in my Friends and Family, Workgroup, and Colleagues privacy relationships							
	Save IM conversations in my email Conversation History folder							
	Save call logs in my email Conversation History folder							
	Location							
	Share my location info with other programs I use							
	Show pictures							
	Note: Clearing the box turns off all pictures in the app including yours.							
	Show pictures of contacts							

This will ensure that Skype will not log in and open when you next log off and back on to your computer.

