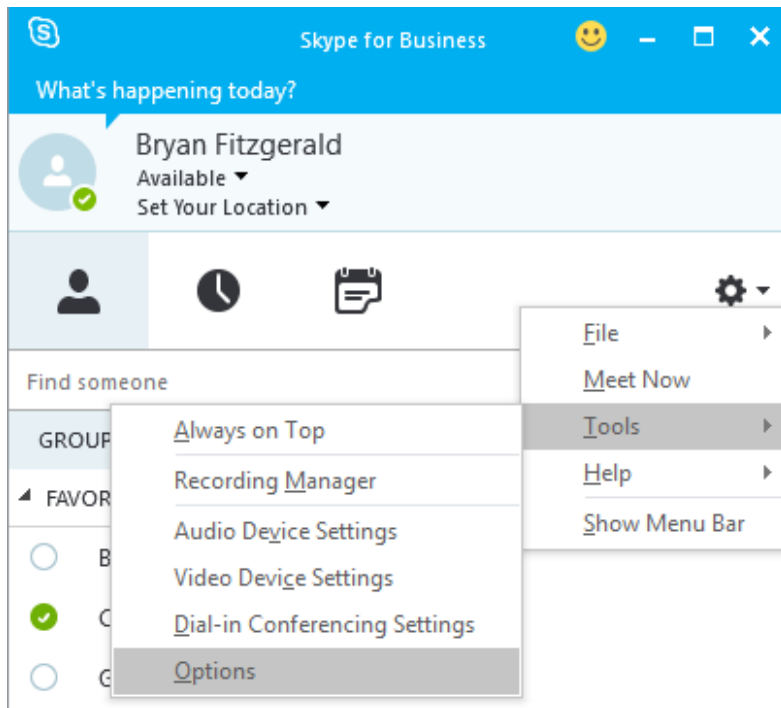
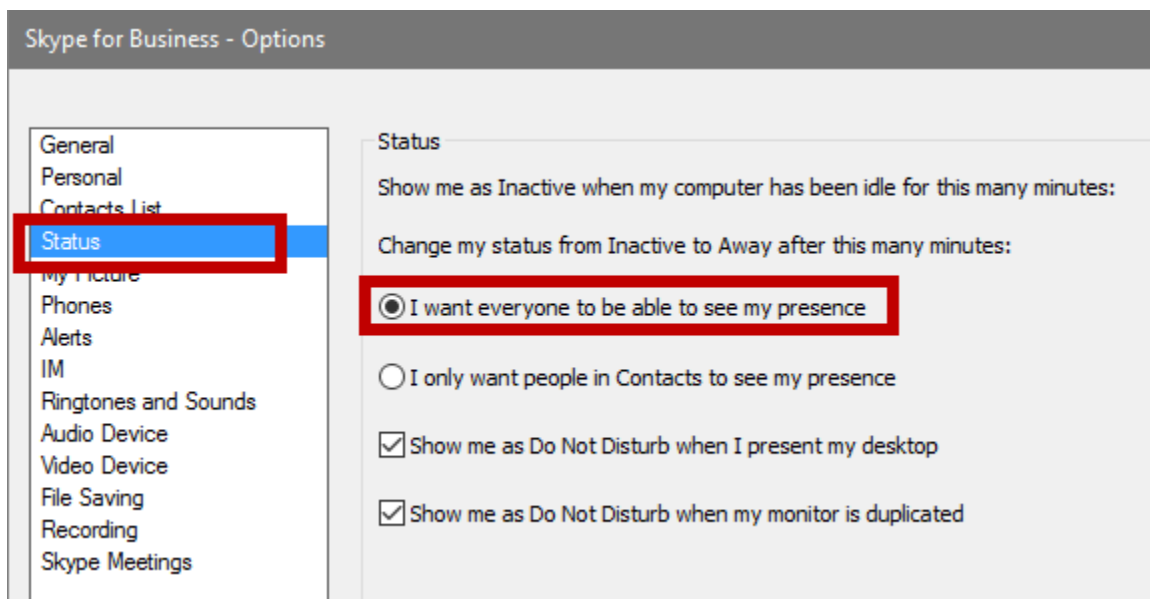


With the switch to UNL, in order for users from ITS-ES to be able to see your Skype presence and send you Skype messages, you will need to change a setting within the Skype application. Currently UNL has this set to only allow users from within your contacts to see your presence and send messages. Below are the directions to make the change.

1. Log into Skype with your UNL credentials.
2. Click on the gear in the upper right hand side, then click Tools → Options



3. In the left pane select 'Status'.
4. Then you will want to check the radio button for 'I want everyone to be able to see my presence'.



5. Click 'OK'

