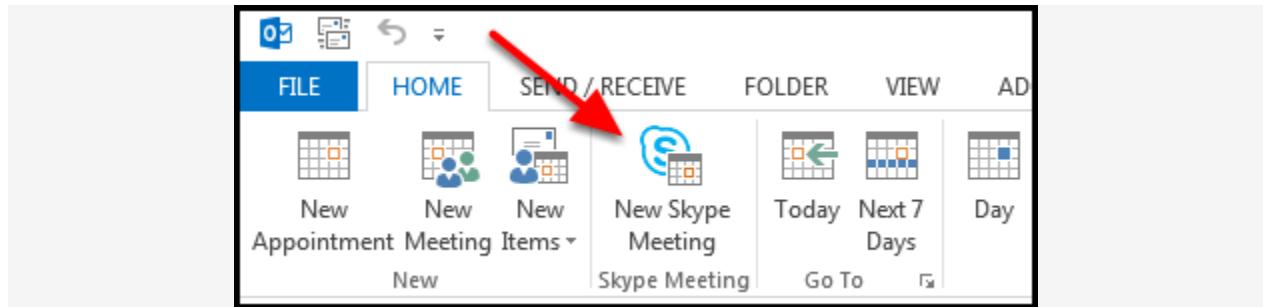


Changing your Skype for Business PIN

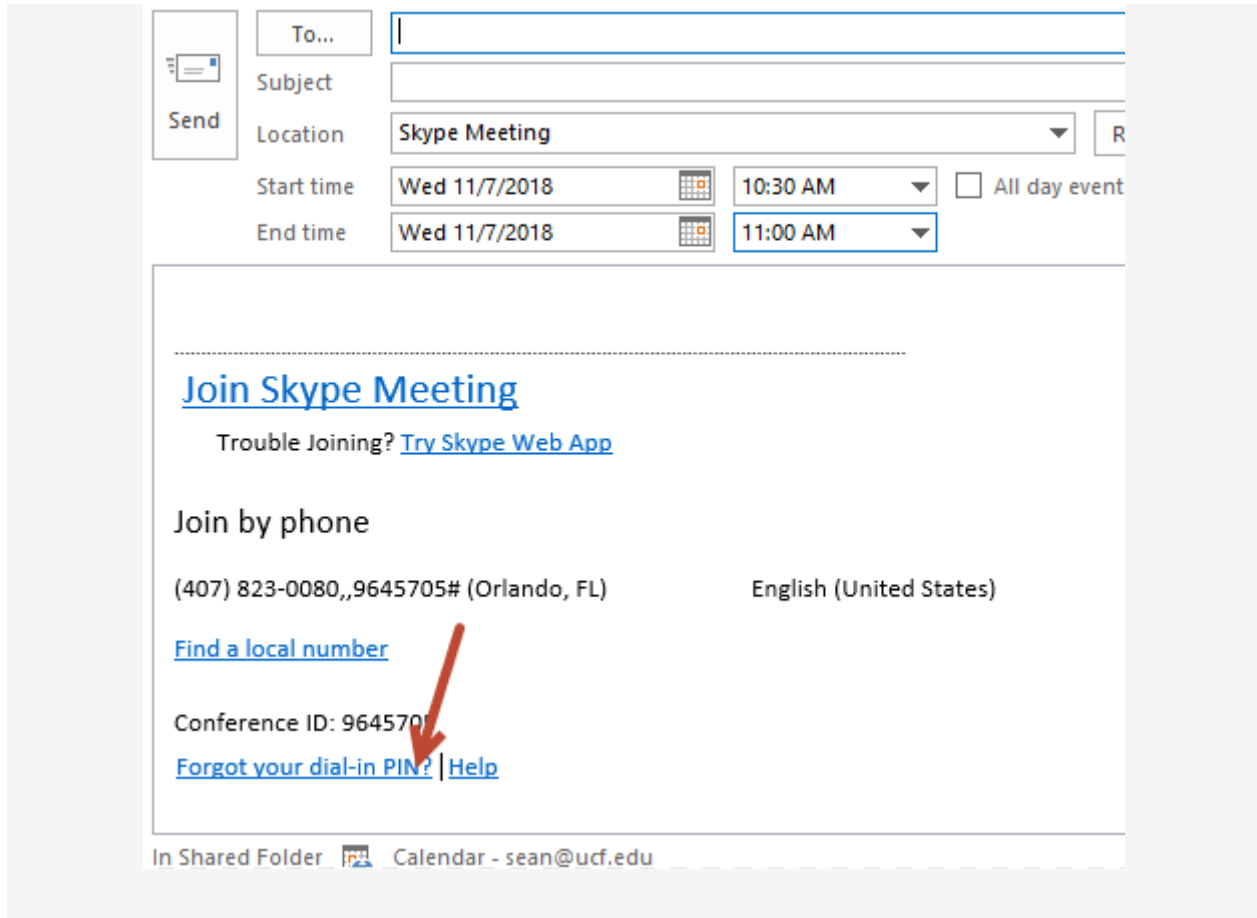
This article covers how to change your Skype for Business PIN. When you are the moderator/presenter for a Skype audio conference/meeting, you will use your PIN to join the meeting as a moderator from a regular phone.

1. In your Outlook calendar, click on New Skype Meeting



1. Open Outlook.
2. Open the Calendar.
3. Click on **New Skype Meeting**.

2. Click Forgot your dial-in PIN?



To... |

Send

Subject

Location Skype Meeting

Start time Wed 11/7/2018 10:30 AM All day event

End time Wed 11/7/2018 11:00 AM

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

(407) 823-0080,,9645705# (Orlando, FL) English (United States)

[Find a local number](#)

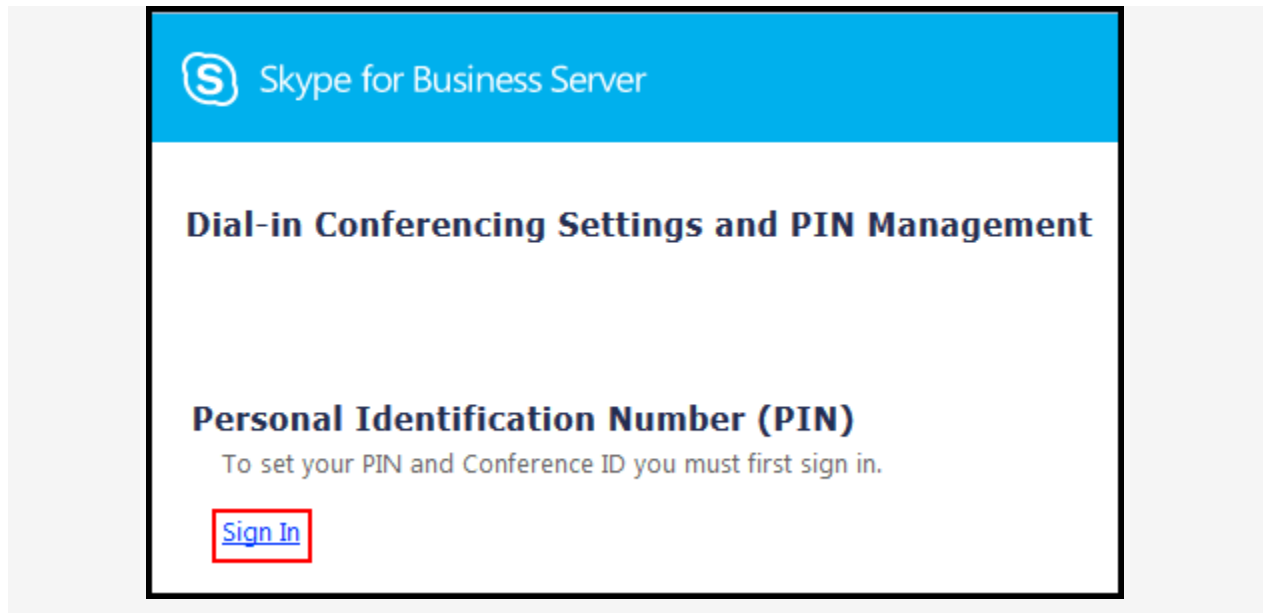
Conference ID: 9645705

[Forgot your dial-in PIN?](#) | [Help](#)

In Shared Folder Calendar - sean@ucf.edu

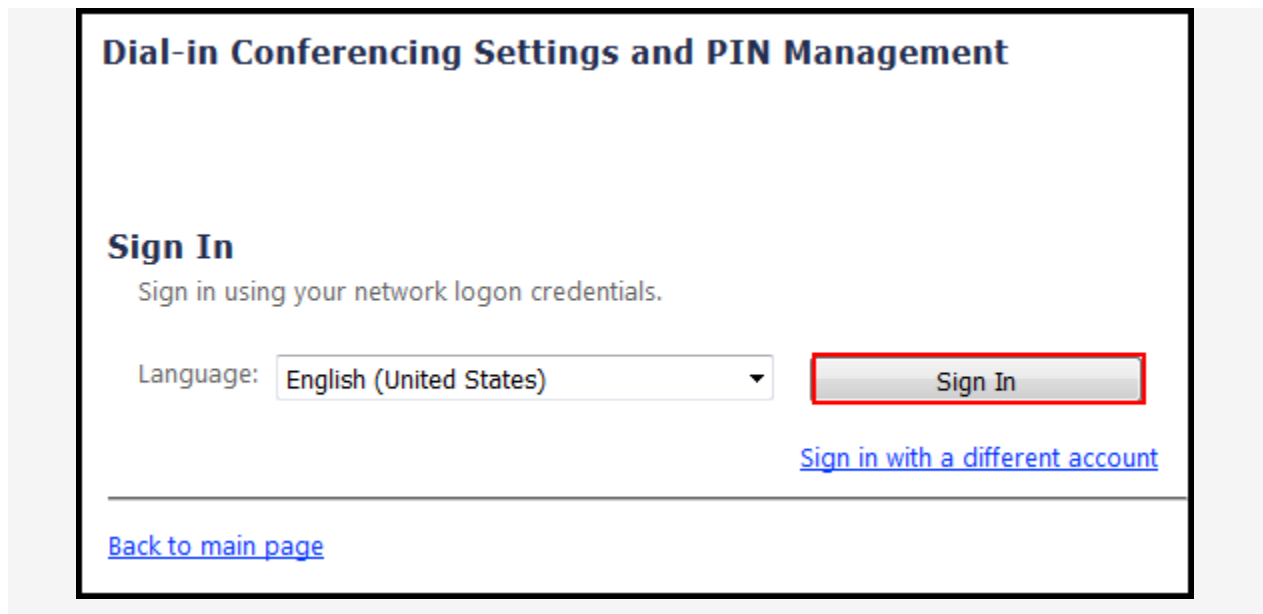
In the body of the meeting, click on the **Forgot your dial-in PIN?** link.

3. Click on Sign In.



In the Personal Identification Number (PIN) section, click **Sign In**.

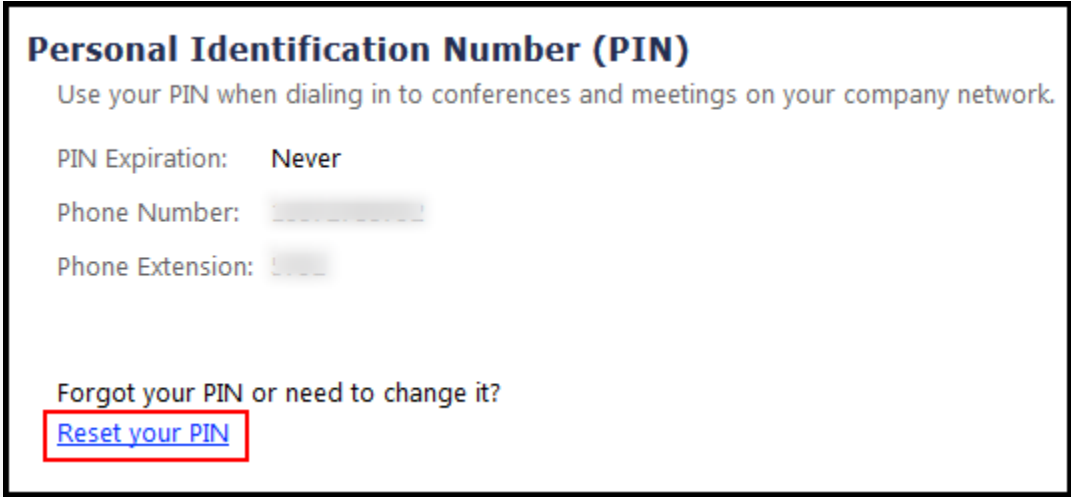
4. Click Sign In.



5. Enter your campus username and password. Then click OK.

1. Enter your campus username as net\NID
2. Enter your campus password.
3. Then click **OK**.

6. Click Reset your PIN.



Personal Identification Number (PIN)

Use your PIN when dialing in to conferences and meetings on your company network.

PIN Expiration: Never

Phone Number: [redacted]

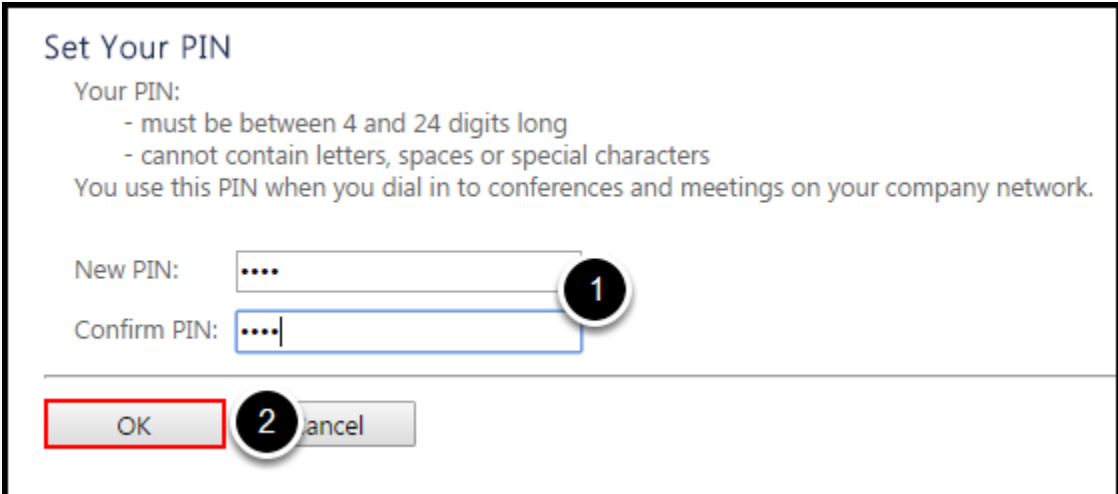
Phone Extension: [redacted]

Forgot your PIN or need to change it?

[Reset your PIN](#)

In the Personal Identification Number (PIN) section, click Reset Your PIN.

7. Enter a new PIN and click OK.



Set Your PIN

Your PIN:

- must be between 4 and 24 digits long
- cannot contain letters, spaces or special characters

You use this PIN when you dial in to conferences and meetings on your company network.

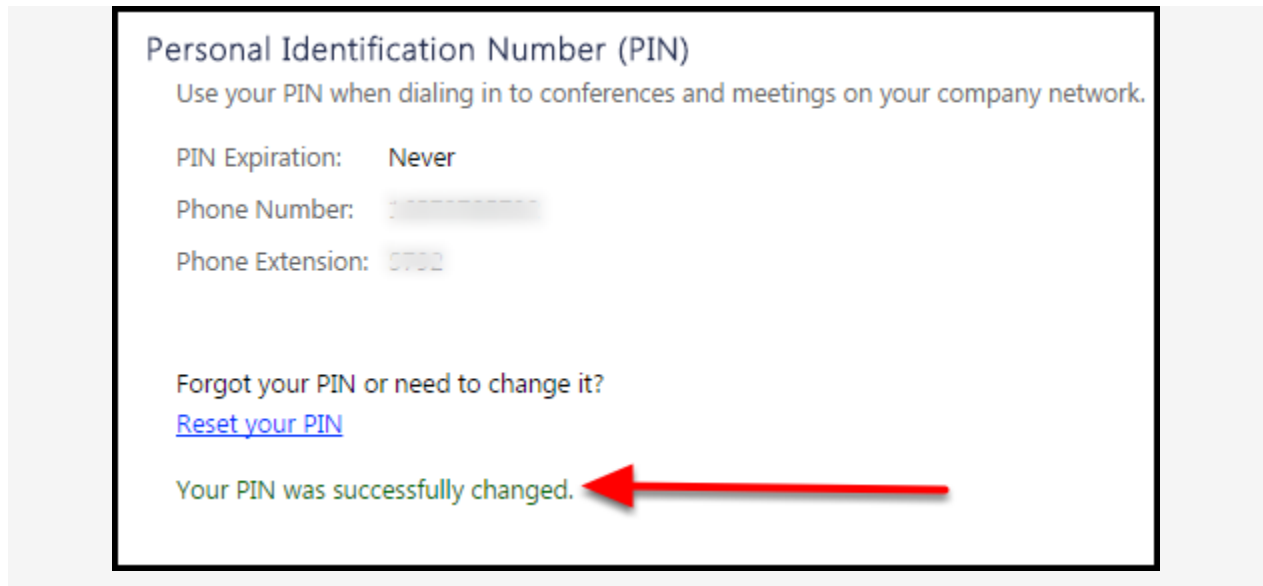
New PIN: [redacted]

Confirm PIN: [redacted]

OK Cancel

1. Enter a new PIN and then confirm the new PIN.
2. Click **OK**.

8. You're done!



You'll see a confirmation that your PIN was changed successfully.