This week’s Did You Know:

**CHECK YOUR DIRECTORY ENTRY**

We have a listing of directories and other resources on our intranet page at [inet.katz.pitt.edu](http://inet.katz.pitt.edu).

We recommend faculty & staff check their entries in the Pitt Business directory to make sure all information is correct.

If you find any inaccuracies, email Amy Miller in HR at atmiller@katz.pitt.edu with any updates. If you have a preferred photo, you can attach it to the email.

You can view the Pitt Business directory at [ios.katz.pitt.edu/directory.php](http://ios.katz.pitt.edu/directory.php). If you need to look up a person by their Pitt ID, you can go to [find.pitt.edu](http://find.pitt.edu).

PhD students can add or modify information by emailing webupdates@katz.pitt.edu. The PhD student directory is located at [www.business.pitt.edu/katz/phd/studentlife/current.php](http://www.business.pitt.edu/katz/phd/studentlife/current.php).

**USING SKYPE FOR BUSINESS**

Office 2016 includes a useful tool called Skype for Business. This is a different program from your average Skype installation - it is an upgraded version of Microsoft Lync. It includes tools to help communicate and collaborate within the Pitt community.

Skype for Business is designed to facilitate communication within an organization. Use your Pitt email address and password to log in. You can:

- Start an instant message conversation and add audio or video to it instantly
- Schedule web conferences for up to 250 participants
- Share a document, PowerPoint presentation, whiteboard, or your computer’s desktop
- See which of your contacts are available, in a meeting, or away from their desk
- Record online meetings and share them with others
- Send and share files with a simple drag and drop
- Attend online meetings from your computer or mobile device

How do I get Skype for Business?

If you have a Katz-owned computer with Office 2016, it is already installed. Just go to your **Start button**, then choose **All Programs > Skype for Business 2016**.

Can students use Skype for Business?

Yes, students can use Skype for Business to **schedule online meetings** and **Instant message students, faculty, and staff** at Pitt.

Where can I learn more about what is possible?

Check out the [getting started guide](http://example.com) or the two-page [quick start guides](http://example.com) from Microsoft.

Is there a Mac version available?

Yes, Office 2016 for Mac includes **Skype for Business**. In all Office for Mac versions, Skype for Business is called Lync. Older versions of Office for Mac do not include Lync/Skype for Business, but it can be downloaded and installed.

If you have questions about Skype for Business, or if you have any trouble logging in, please contact the Help Desk at [it@katz.pitt.edu](mailto:it@katz.pitt.edu).

**And don’t forget:**

Many different kinds of **free software** available on the Internet contain **malware**, **adware**, or **browser hijackers**. Especially notorious are **media player/conversion software** (audio and video), **PDF software**, **malware “removal” tools**, **file compression (zip) programs**, and **browser toolbars**. Ask the help desk about safe alternatives.