

Migrating from Skype For Business to Teams: IT-Staff Preparation

March 2021

What's Happening:

To prepare for the retirement of the Skype for Business service at UF, on the evening of Friday, May 7, UFIT will start migrating all Skype for Business users to Microsoft Teams. The migration is expected to be complete on Sunday evening, May 9. This document is intended to help IT staff support their constituents through the upcoming service change.

NOTE: Currently, Skype for Business conversations are saved into a folder called 'Conversation History' in UF mailboxes. With Teams, this folder is no longer used as every conversation remains present within Teams in a searchable format.

How IT Staff Can Prepare:

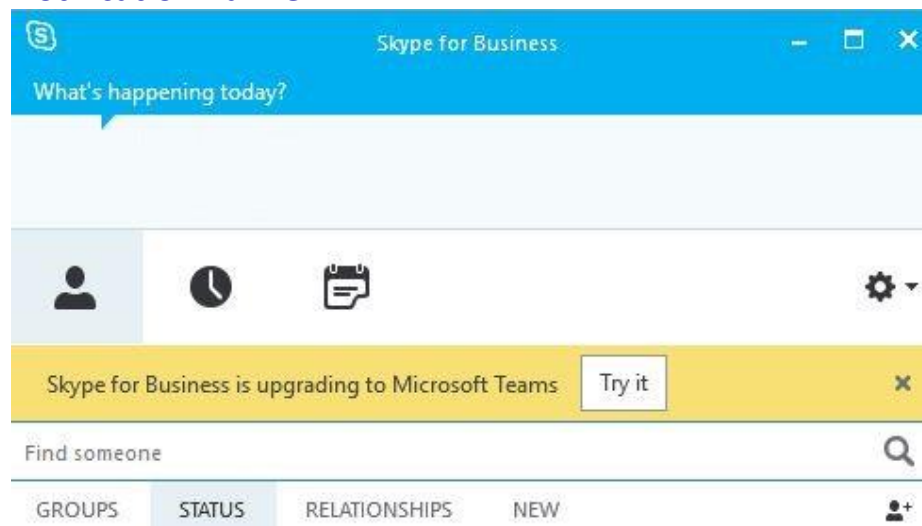
- UFIT recommends ensuring that MS Teams is installed on supported workstations by May 10
- UFIT recommends removing the Skype for Business client from supported workstations as soon as possible after the migrations are complete

What to Expect:

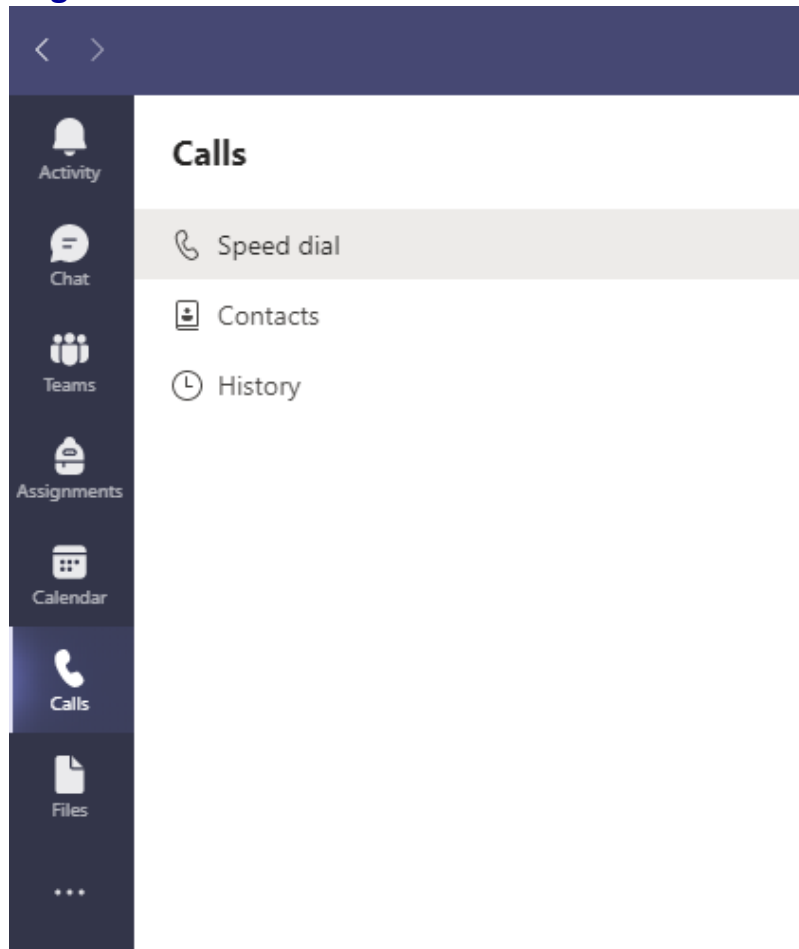
- A notification will appear in your Skype for Business client alerting you of the upcoming change. Any saved contacts or contact groups in Skype for Business will be migrated to Teams
- To access your saved contacts, open your Teams app and navigate to Calls > Speed Dial
- Any scheduled Skype for Business meetings will be migrated and converted to Teams meetings. Meetings will be available on your Outlook calendar and in Teams

Supporting Images

Notification Banner:



Migrated Contacts Location:



Migrated Meetings Appearance:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)


[+1 352-554-8007,,745404509#](#) United States, Gainesville

Phone Conference ID: 745 404 509#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Important Notes:

- Skype contacts from UF will automatically be migrated to “Contacts” and “Speed Dial” in the Calls and Chat sections of Teams. Non-UF contacts will not be migrated. Up to 1,000 contacts will be migrated for each user.
- User-created groups of contacts will also be migrated. The migration of user-created groups is limited to 64 groups per user.
- Department-maintained distribution groups will not be migrated. These can be identified by the 2-person icon beside the group name  in Skype.