When Lync/Skype for Business is open, you will see a similar window:

Please enter your email address. This will typically be in this format: 
FirstName.LastName@woodbury.edu
Also type in your password. This is your Woodbury password that you use to sign into a computer on campus. Your User ID is also your email address. Once your information is in the following format, click Sign In. You can click the box to remember your login-credentials.

After successfully signing in, you will see something similar to the following picture:
Your “Favorites” list will probably be empty since this is the first time you are logging in.

To find and add people to your favorites, please search for the person in the search bar:

Type the user’s name, and right click to add them to your Contacts List:

The user will now appear under your Contact List.