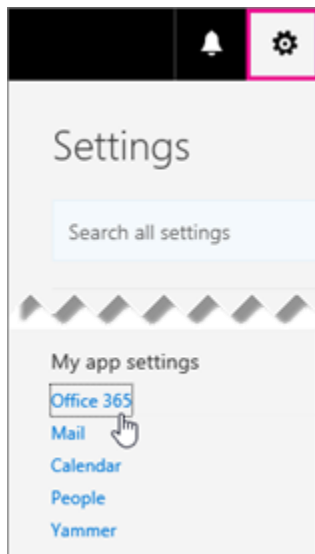# Install and Login to Skype for Business
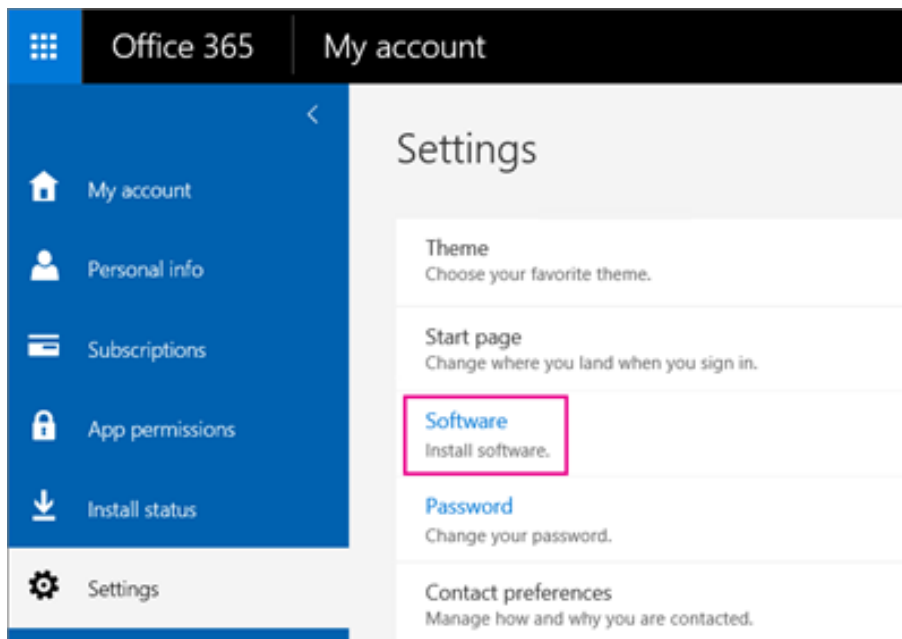
Skype for Business is part of the Office 365 suite of products. You get the Skype for Business download from the Office 365 portal, and then install it on your computer. These steps usually take 10-15 minutes to do. Choose from the instructions below.

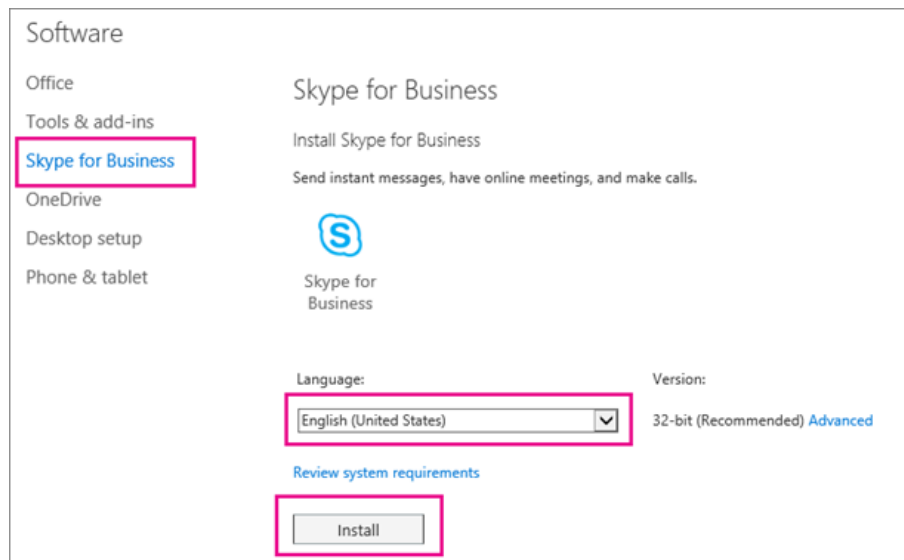## Download and install Skype for Business with Office 365

1. Sign in to Office 365 at https://portal.office.com/.

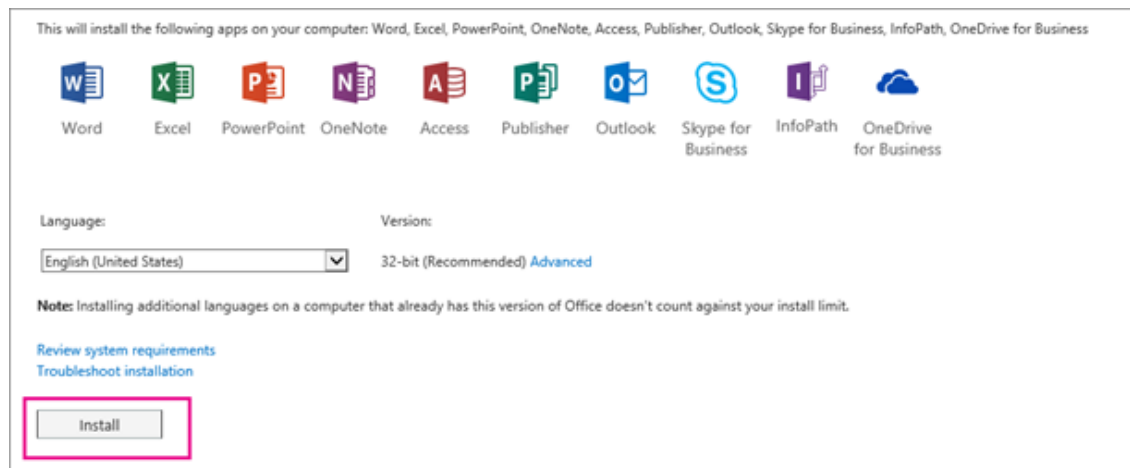2. At the top of your Office 365 page, choose ⚙ > Office 365.
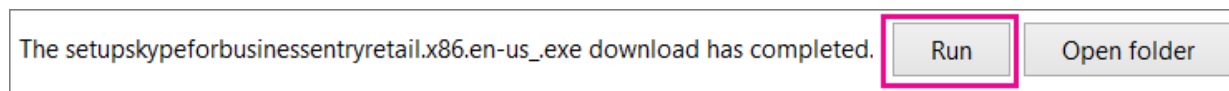

3. Choose Software.

4. Depending on your Office 365 plan and Office application:

   a. If you see the following page, choose Install Skype for Business 2015, choose your language, the edition that matches your other Office applications (32 bit or 64 bit - if you don't know, choose the default) and choose Install. Then go to step 5.

b. If Skype for Business is bundled with other Office 365 applications, you'll see the following page. Choose Install to install the Office 365 suite of applications, including Skype for Business. When you're done, go to Sign in for the first time at the end of these steps.

5. At the bottom of your screen, choose Save as to download file to your computer then click Run to install it.

6. The Office installer starts, and displays a message that it's installing Office. However, it's only installing Skype for Business. It is not installing all of Office.
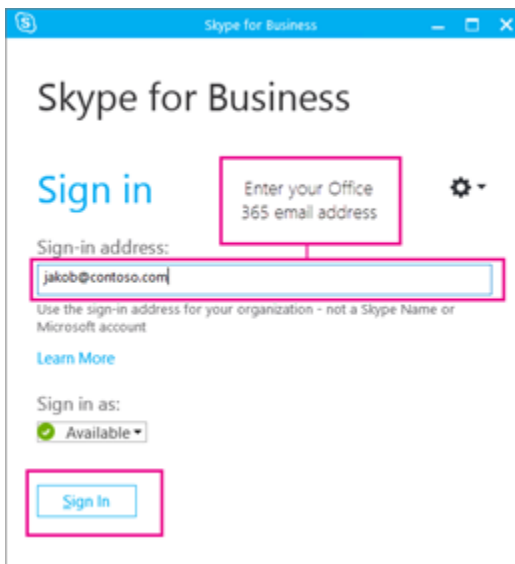
7. When the Office installer is finished, it displays a message that Office was installed on your computer. However, only Skype for Business was installed. Choose Close.

8. Launch Skype for Business. At the First things first box, if you accept the licensing agreement, choose Accept.

9. You can install Skype for Business on up to 5 PCs.
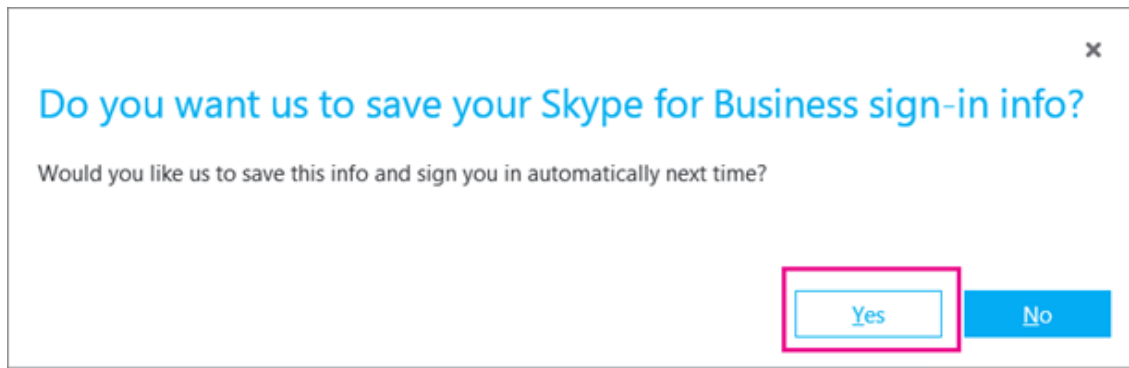
Congratulations! You're done installing Skype for Business. Now you're ready to sign in to Skype for Business for the first time.

Sign in for the first time

1. At the Skype for Business sign in page, enter your Office 365 user ID and password, and then choose Sign in.

2. At the next page, if you want to save your password for signing in next time, choose Yes.

3. At the Help Make Skype for Business Better box, choose whether to allow us to collect error logs and device configuration info.

Congratulations! Now you're ready to get started using Skype for Business for IM and online meetings.

Install Skype for Business with Office 2007, 2010, 2013 and 2016

1. Skype for Business comes integrated with Office 2016 and you can sign in to it with your Office 365 user ID and password.

2. For Office 2010 and 2013, you can safely install and use Skype for Business from the office 365 portal that suites your system.

3. For Office 2007, Skype for Business won't be fully integrated with your Office programs so please contact us to upgrade your office.

Install Skype for Business on Mac

1. Go to the download page for Skype for Business on Mac.

2. Click the Download button.

3. Save the installer package file (. pkg) to your computer.

4. On your computer, double-click the. pkg file to launch the Skype for Business Installer.

5. Follow the prompts in the Skype for Business Installer.

6. You're done installing Skype for Business on Mac. Now you're ready to sign in to Skype for Business on Mac.

Skype for Business Meeting web app

When you asked to join a meeting and you don't have Skype for Business client installed, you can always join the meeting by using the Web App client.

1. When you open the meeting shortcut you will be redirected to the Skype for Business Web App address

2. Select Join Using Skype for Business Web App

Skype Meetings App

To join the meeting using the Skype Meetings App:

1 Download and install the Skype Meetings App plug-in

2 After installation, click on [Join the meeting]

3 Skype Meetings App will open in a new window

By joining the meeting, I agree to the plug-in Terms and Conditions.

[Join using Skype for Business client or Lync client]

3. Click on Skype Meetings App plug-in, your plug-in that suits your system will be downloaded and then install

After you install the plug-in, click Join the Meeting and then you will be able to join the meeting without having Skype for Business client to be installed on your machine.