Installing Skype for Business

600 Faye Buckley May 18, 2018 <u>Software & Hardware</u>

Skype for Business, formerly known as Lync, is a communications tool that makes it easy to communicate and collaborate in real-time via instant messaging, audio calls, video calls, Web conferencing and desktop sharing. To install Skype for Business on your various devices, please follow the guides below.

<u>Instructions for Android Phone</u>

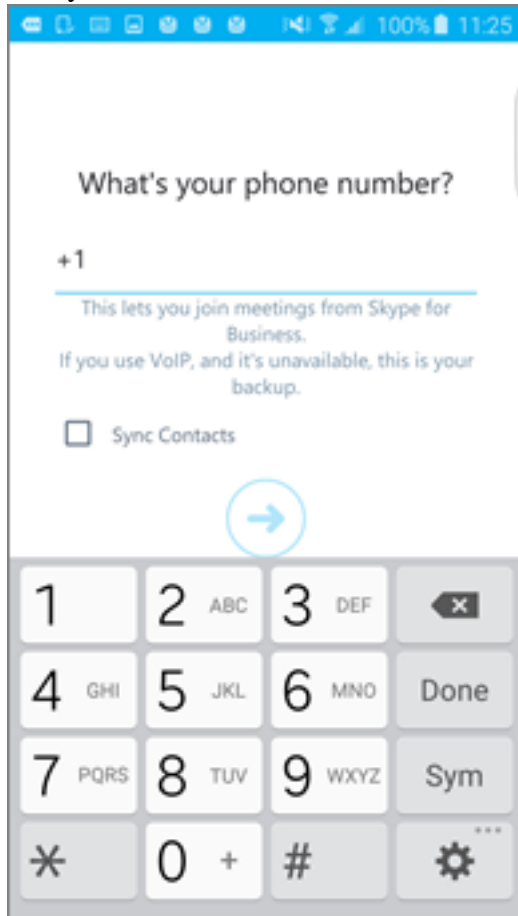**Install Skype for Business for Android**

1. From your phone, click the to go to the Google Play Store, and search for **Skype for Business for Android** .
2. Tap **Install** .

Sign in to Skype for Business for the first time

1. Browse your apps until you find the Skype for Business icon and tap the icon to open the app.
2. Accept the terms of service.
3. Enter your sign-in address (for example, *username@clemson.edu*) and **Clemson password** , and then tap the Advance button.
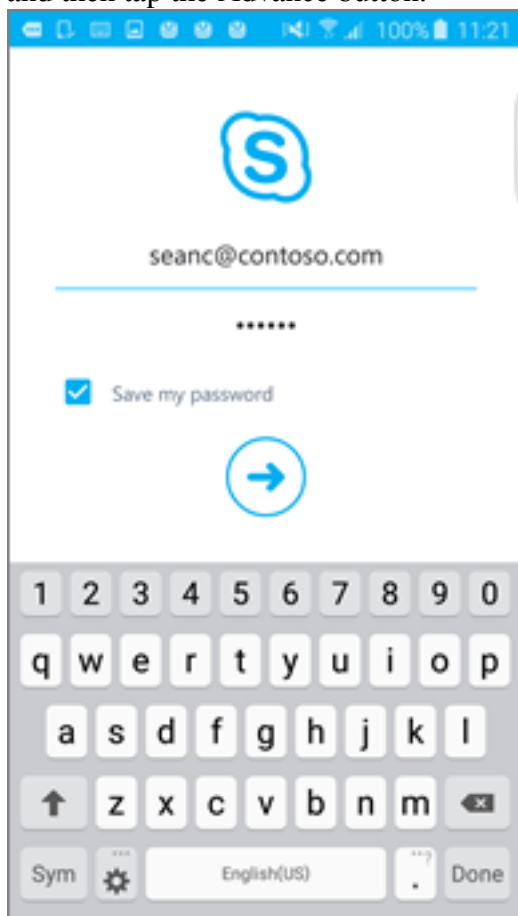
4. Enter your mobile number with country and region codes. If you're an enterprise voice customer, when Skype for Business can't use a Wi-Fi or cellular data network to make an audio or video call, you'll be called at this number and connected to the audio portion of the call.

5. Choose whether to sync your contacts, and then tap the Advance button to start using Skype for Business.

Sign out of Skype for Business

On the main Skype for Business screen, tap your picture, and then tap **Sign out** .

Instructions for iPhone/iPad

Installing Skype for Business for iOS

1. From your phone, click the to go to the App Store and search for **Skype for Business** .
2. The label for the app will actually be **Skype for Business (formerly Lync 2013).**
3. Tap **Get >Install** .
4. You may be prompted for your password which must be entered before the install will begin.

Sign in to Skype for Business for the first time

1. On your iOS device, swipe each page of apps until you see the Skype for Business icon.
2. Tap the Skype for Business icon to open the app.
3. You will be prompted to allow or not to allow **"Business"** to send you notifications. You can choose **OK** or **Don't Allow** .
4. The next prompt would like to have access to our contacts. You may select OK or Don't Allow.
5. Enter your sign-in address (for example, **username@clemson.edu**) and your **Clemson password** , and then tap **Sign In** .
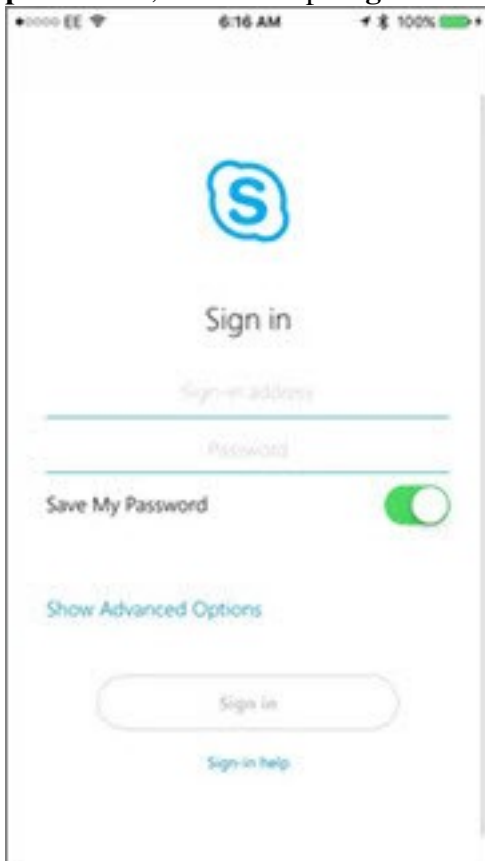
6. Enter your mobile number with country and region codes. If you're an enterprise voice customer and Skype for Business can't use a Wi-Fi or cellular data network to make an audio or video call, you'll be called at this number and connected to the audio portion of the call.

7. Tap **Next.**

Sign out of Skype for Business

Tap your picture in the upper left-hand corner, and then **Sign out** .

Remove Skype for Business

To remove Skype for Business from your iOS device, tap and hold the Skype for Business icon until it shakes. Tap the "x" and then **Delete** .
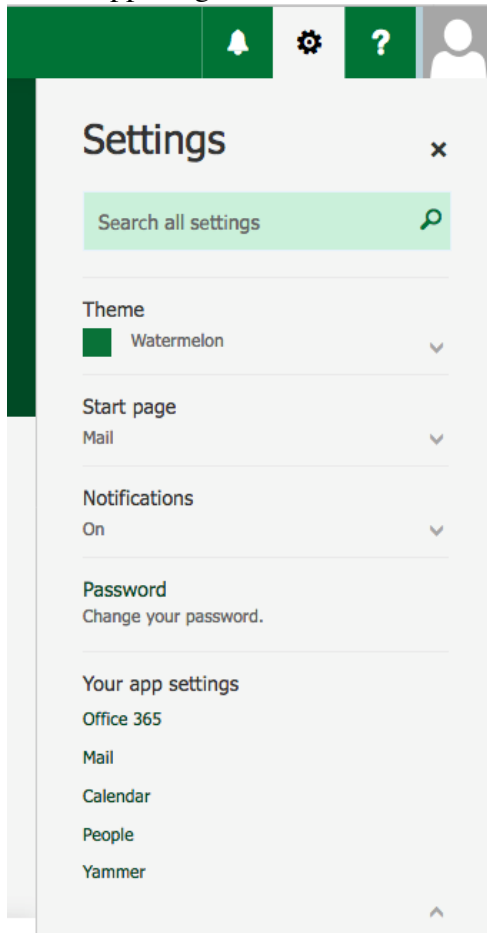
 Instructions for Mac
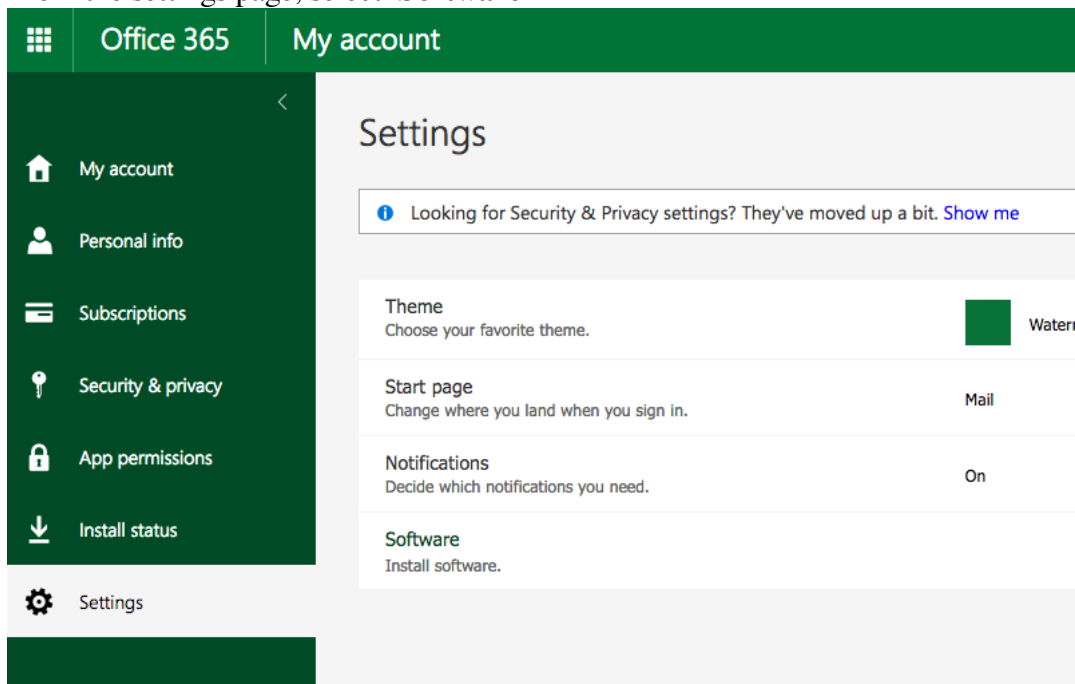
How to install Skype for Business with Office 365 – Mac

1. Sign in to Office 365 by either:
   https://365.clemson.edu or

https://portal.office.com and log in with username@clemson.edu

2. At the upper right of the Office 365 screen choose the gear icon, the select **Office 365** .

3. From the settings page, select **Software**

4. On the Software window, choose **Skype for Business** from the menu on the left. **Note: OS

X does not support Skype for Business at this time but Lync has integrated many of the features.

5. Click Install**. Follow the instructions (repeated below)

   Follow these steps after you have installed the update.

   1. In the **Lync for Mac** sign-in window, type your user ID (username@clemson.edu) and password.
   2. Click **Advanced** .
   3. Under **Authentication** , clear the **Use Kerberos** check box.
   4. Under **Connection Settings** , click **Manual configuration** .
   5. In both the **Internal Server Name** box and the **External Server Name** box, type or paste **sipdir.online.lync.com:443.**
   6. Click **OK** .
   7. In the **Lync for Mac** sign-in window, click **Sign In** .

6. ** At Install choose **Save File** .
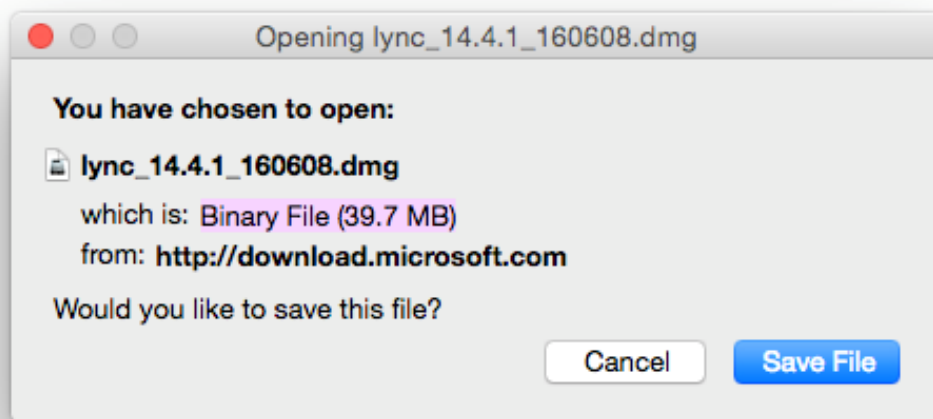
7. Double-click the Lync Installer.pkg
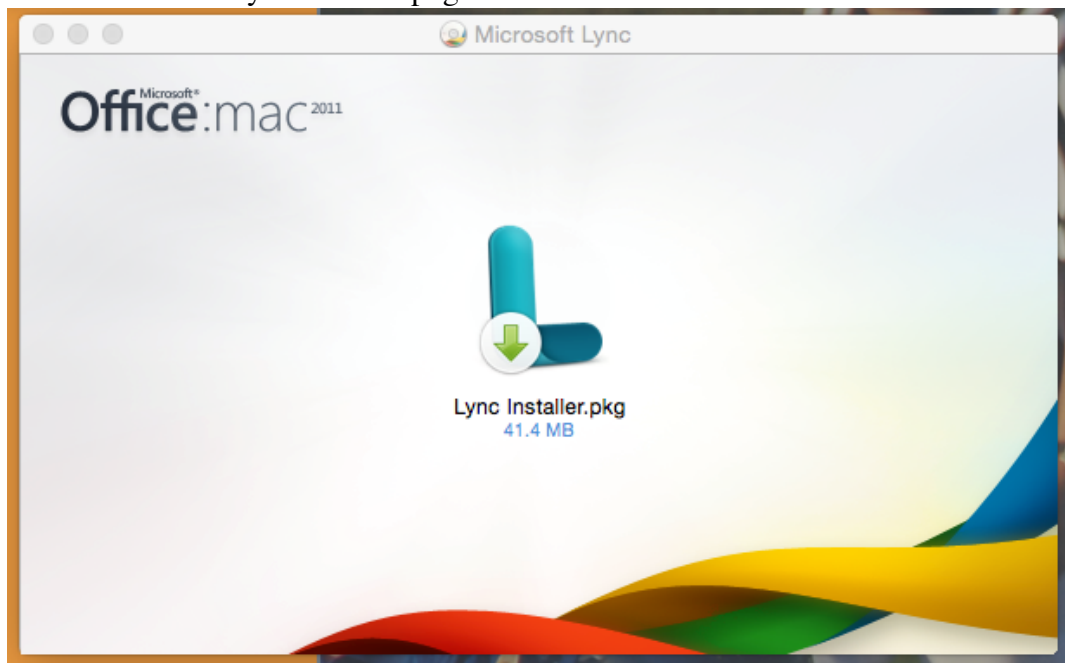
8. Follow the installer instructions by clicking **Continue, Agree** and then **Install.**

Install Microsoft Lync for Mac

Welcome to the Microsoft Lync for Mac Installer

- **Introduction**
- License
- Destination Select
- Installation Type
- Installation
- Summary

You will be guided through the steps necessary to install this software.

Go Back   Continue

Install Microsoft Lync for Mac

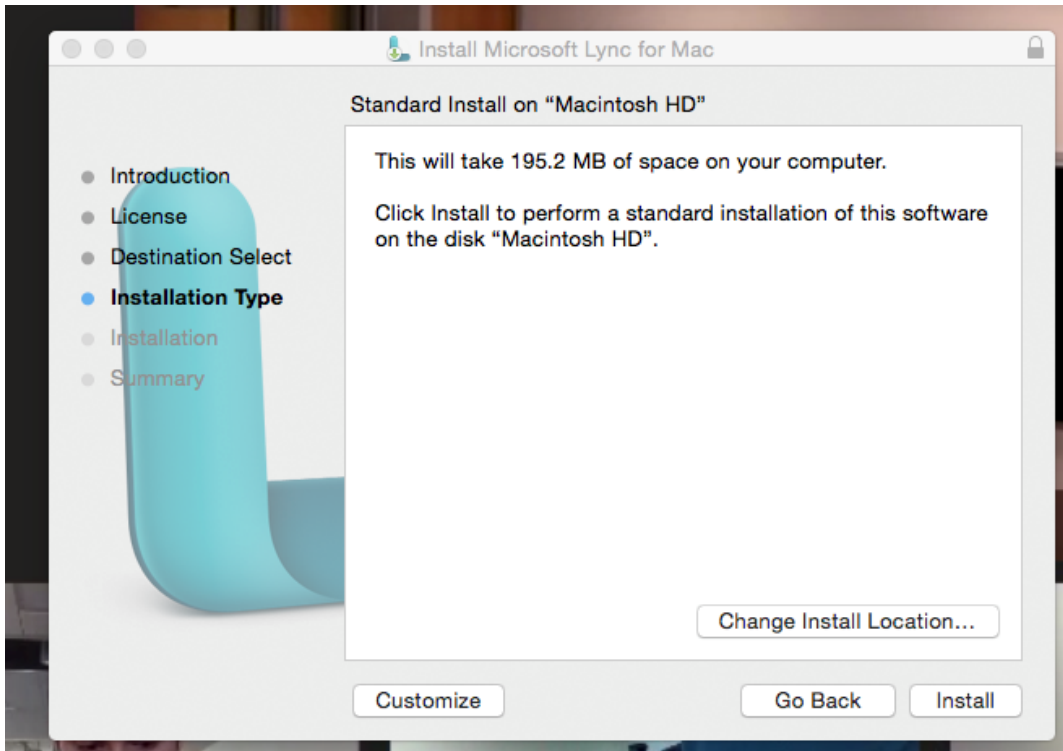**To continue installing the software you must agree to the terms of the software license agreement.**

Click Agree to continue or click Disagree to cancel the installation and quit the Installer.

Read License   Disagree   Agree

- Intr
- **Lic**
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- Ins
- Summary

- updates,

- supplements,

- Internet-based services, and

- support services

for this software, unless other terms accompany those items. If so, those terms apply.

By using the software, you accept these terms. If you do not accept them, do not use the software. Instead, return it to the retailer for a refund or credit. If you cannot obtain a refund there, contact Microsoft or the Microsoft affiliate serving your country for information about Microsoft's refund policies. See http://

Print...   Save...   Go Back   Continue

9. Enter the password required for software installs. The installer will begin, displaying a progress bar. A screen will display for successful installation, close the window.
10. When wanting to use Skype for Business, launch **Lync** .

[Instructions for Windows](#)

For **Windows 10** , the application should be under All Apps. Open it and skip to Sign in for the first time below.
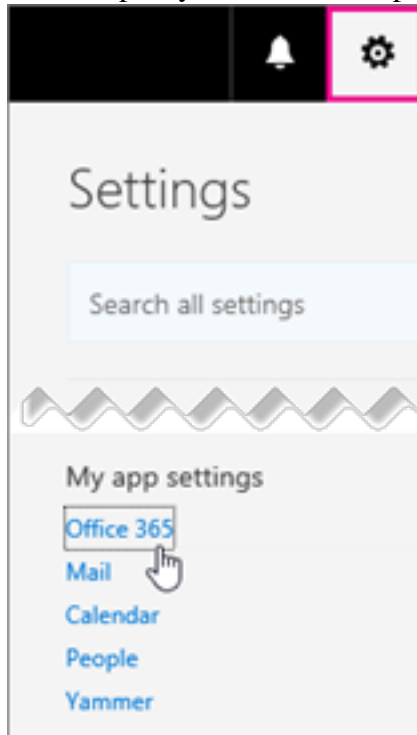
For **Windows 7** , follow the steps below:

Note: If you're running Windows 7 and 32-Bit Office 2016, choose Lync Basic 2013 (it will change to Skype for Business once installed)
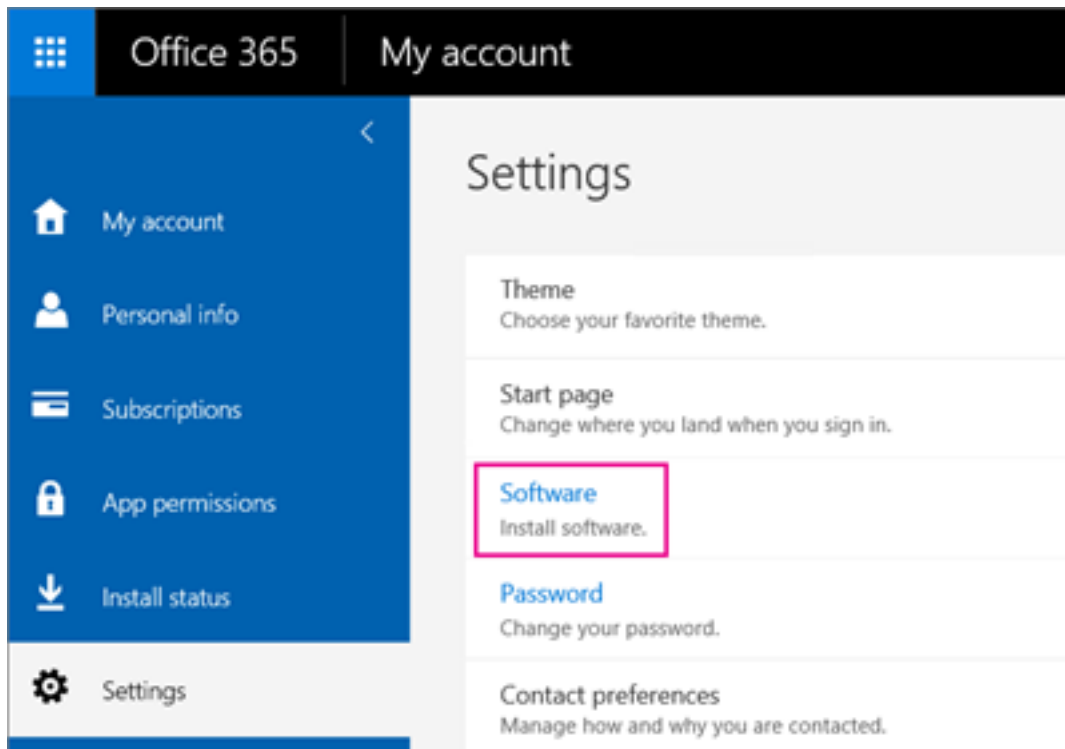
1. Sign in to Office 365 by either going to https://365.clemson.edu or https://portal.office.com

and log in with username@clemson.edu.

2. At the top of your Office 365 page, click the gear icon and then "Office 365."


3. Choose Software.

4. Depending on your Office 365 plan:
    ○ If you see the following page, choose Skype for Business, 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 6.
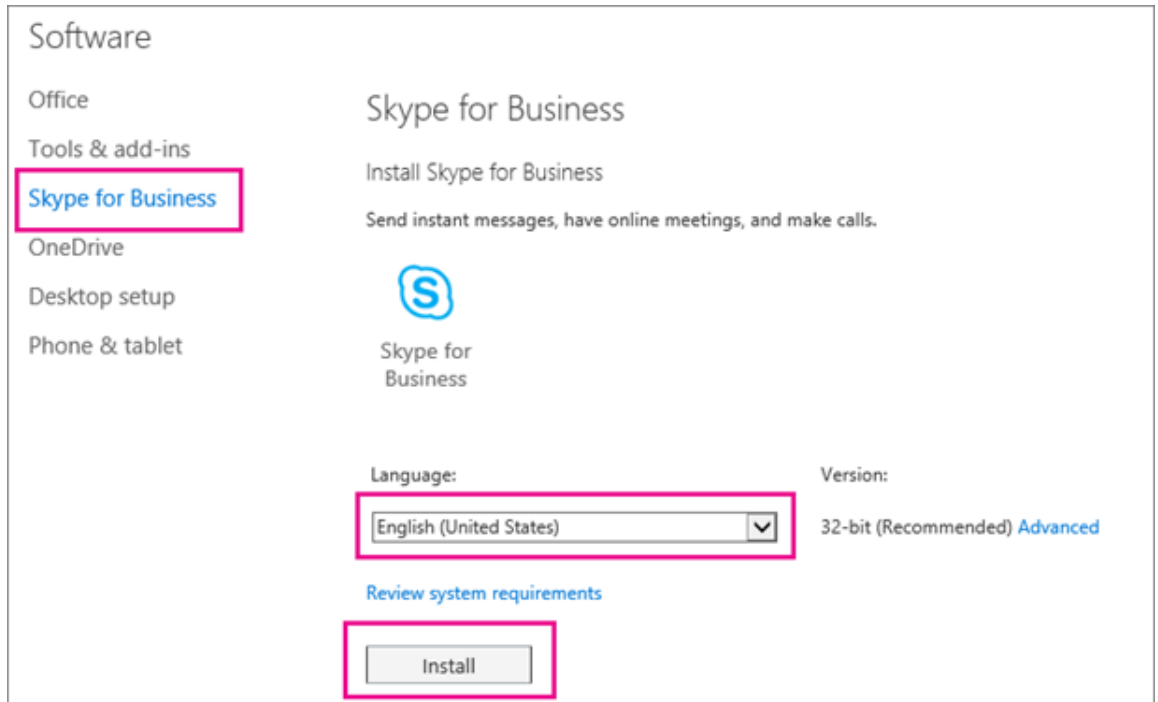
- If Skype for Business is bundled with other Office 365 applications, you'll see the following page. Choose Install to install the Office 365 suite of applications, including Skype for Business. When you're done, go to Sign in for the first time at the end of these steps.
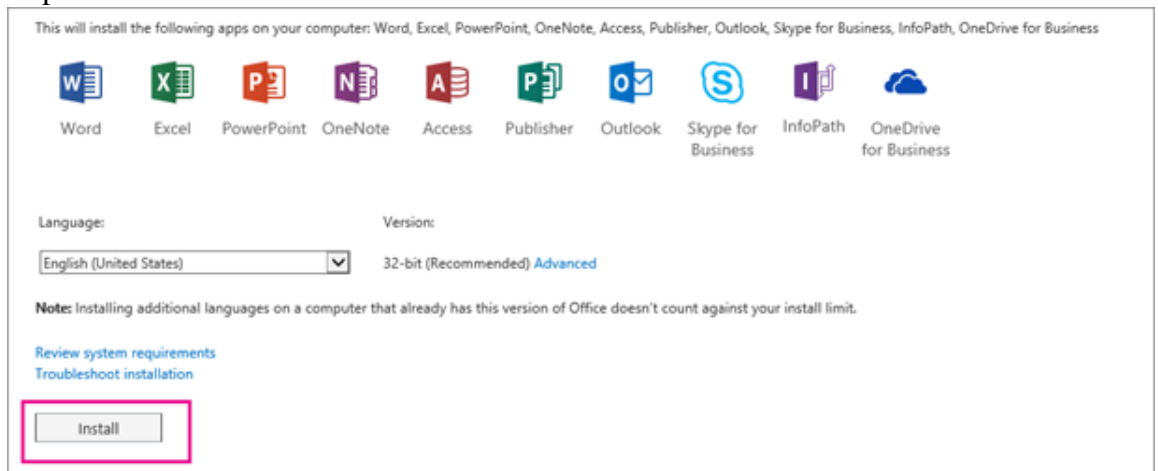

5. At the bottom of your screen, choose Save as to download the setupskypeforbusinessentryretail.exe file to your computer.
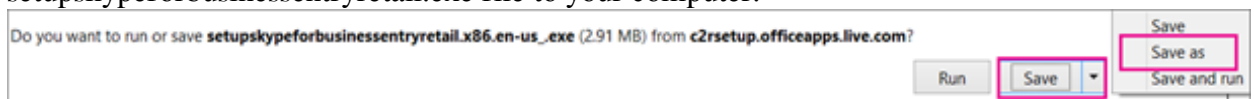

 IMPORTANT : Note where you saved the setupskypeforbusinessentryretail.exe file on your computer. If Skype for Business stops during setup, this is where you go to re-run it.

6. After the setupskypeforbusinessentryretail.exe file has downloaded, choose Run.
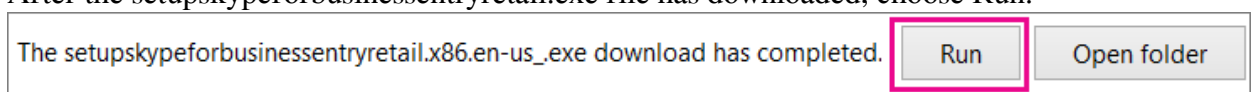
 The Office installer starts, and displays a message that it's installing Office. However, it's only installing Skype for Business. It is not installing all of Office.
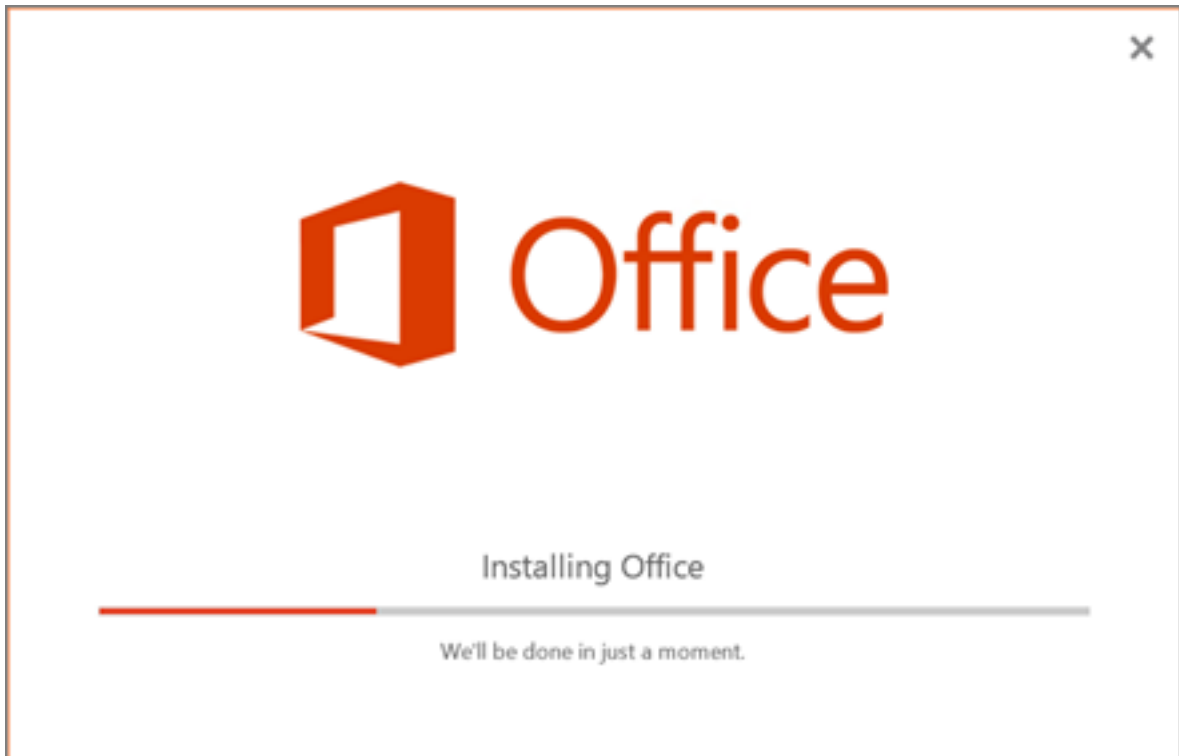
7. When the Office installer is finished, it displays a message that Office was installed on your computer. However, only Skype for Business was installed. Choose Close.
8. Launch Skype for Business. At the First things first box, if you accept the licensing agreement, choose Accept.
    - You can install Skype for Business on up to 5 PCs. To install Skype for Business on another PC:

        - Log on to your next PC.
        - Sign in to Office 365 by either going to https://outlook.com/owa/clemson.edu or https://portal.office.com and log in with username@clemson.edu .
        - Repeat the steps listed in the above procedure to download and install Skype for Business.

Sign in for the first time

1. At the Skype for Business sign in page, enter your Office 365 user ID username@clemson.edu and password, and then choose Sign in.
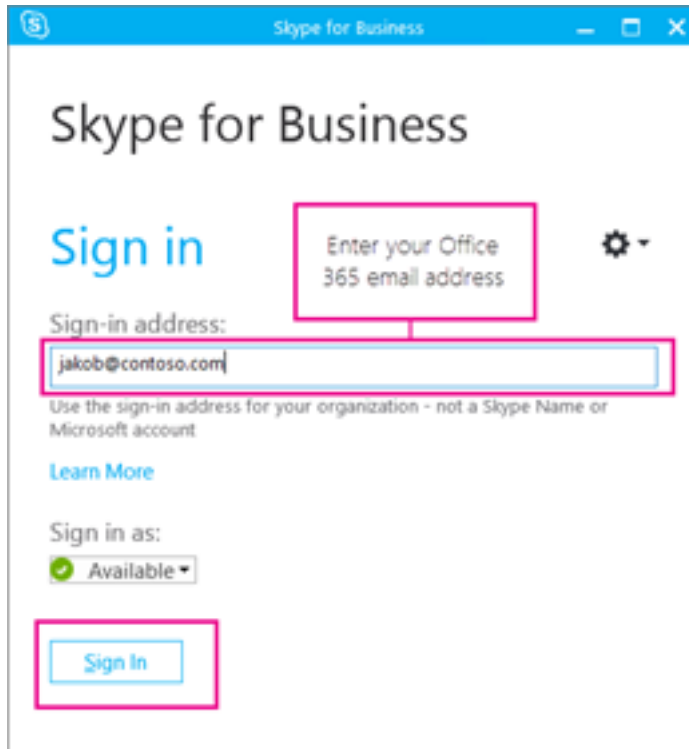
2. Enter your password for Office 365.
3. At the next page, if you want to save your password for signing in next time, choose Yes.
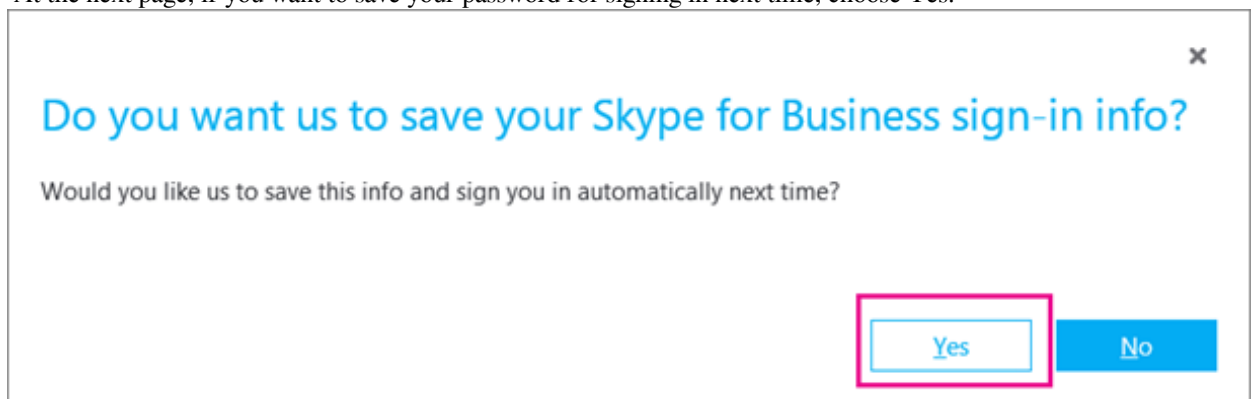
4. At the Help Make Skype for Business Better box, choose whether to allow us to collect error logs and device configuration info.
5. Click the gear icon for preferences and to select audio and video devices.

Online URL: https://hdkb.clemson.edu/phpkb/article.php?id=600