

Skype for Business* – “How To” for Personal Device

This is for a Windows based computer only. These directions **WILL NOT** work for MacBooks or cell phones.

***Skype for Business DOES NOT WORK on Chromebooks.**

Skype for Business is provided to all St. Clair County students as part of the Microsoft Office Suite of products. This allows users to hold audio/video meetings or sessions for school purposes.

1. If you are using a PERSONAL computer (not MacBook or Chrome), click on the following link or open an internet browser (like Edge or Firefox) and copy/paste the link.

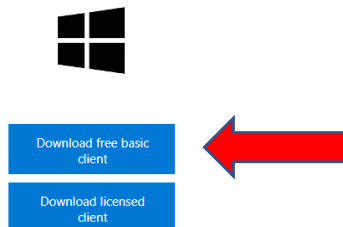
<https://products.office.com/en-us/skype-for-business/download-app>

2. When the screen opens, click on the blue Download Skype for Business button.



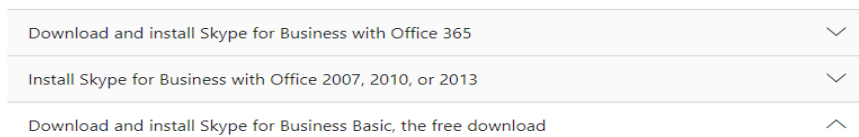
3. Select Download free basic client.

Download Skype for Business for your desktop



4. Scroll down and click on the drop down arrow to the right of Download and install Skype for Business Basic, the free download

Install Skype for Business on Windows



Skype for Business Basic is a free download that has a minimum set of features: instant messaging (IM), audio and video calls, online meetings, availability (presence) information, and sharing capabilities.

■ Download and install Skype for Business Basic

When you click the **Download** button on the page, you will be prompted to choose the download that matches the edition of your other Office applications (32-bit edition or 64-bit edition). If you don't know, choose 32. The installer will check the edition for you.

- If you want to deploy Skype for Business Basic to a large number of people in your business, see [Deploy the Skype for Business client in Office 365](#) for information about deployment tools you can use.

5. Click on the blue words Download and install Skype for Business Basic.

Install Skype for Business on Windows

Download and install Skype for Business with Office 365

Install Skype for Business with Office 2007, 2010, or 2013

Download and install Skype for Business Basic, the free download

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- [Download and install Skype for Business Basic](#)

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- If you want to deploy Skype for Business Basic to a large number of people in your business, see [Deploy the Skype for Business client in Office 365](#) for information about deployment tools you can use.

6. On the new page that opens, click on the orange Download button.

This is your 365

Discover what's possible every day with Office 365

FOR UP TO 6 PEOPLE > FOR 1 PERSON >

Microsoft Skype for Business Basic

Important! Selecting a language below will dynamically change the complete page content to that language.

Select Language: English

Download

Microsoft Skype for Business Basic gives you instant messaging (IM), audio and video calls, online meetings, availability (presence) information, and sharing capabilities all from one, easy-to-use program.

7. You may be asked if you want 32-bit or 64-bit. If you do not know what version your computer is running, select 32-bit. The installer will check it for you.
8. Click on the file with the 32 or 64 in it and click Next at the bottom right.

Choose the download you want

File Name	Size
<input type="checkbox"/> LyncEntry_bypass_ship_x64_en-us_exe\lyncentry.exe	448.1 MB
<input type="checkbox"/> LyncEntry_bypass_ship_x86_en-us_exe\lyncentry.exe	382.0 MB

Download Summary:
KBMBGB

You have not selected any file(s) to download.

Total Size: 0

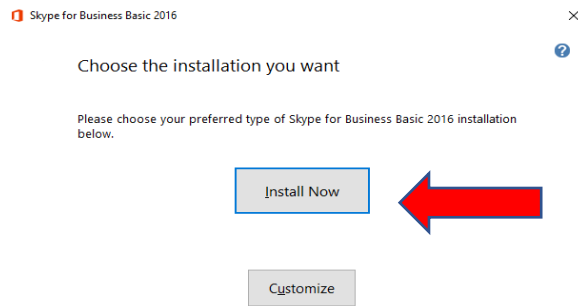
Next

9. The file will begin downloading in the bottom left of your internet window.

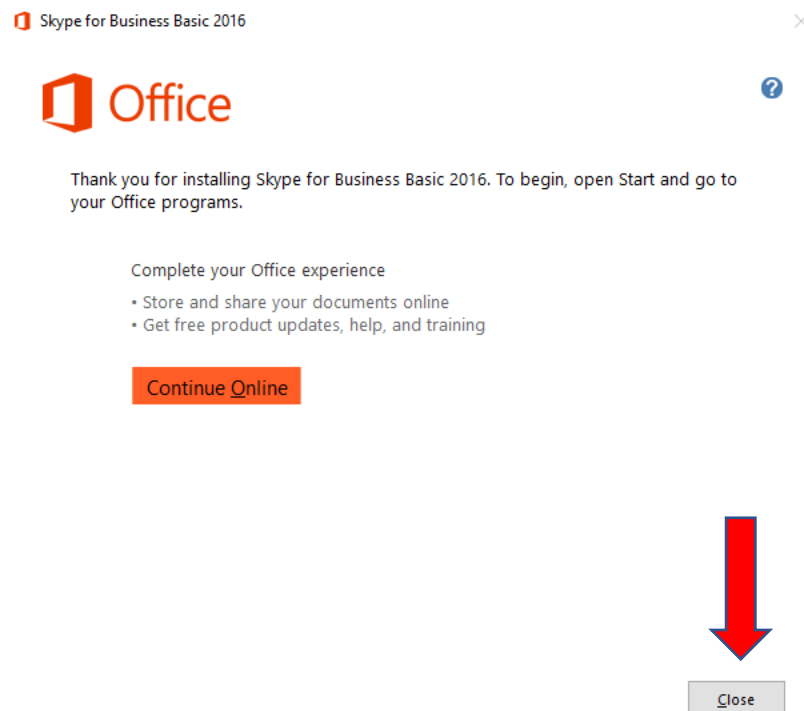


10. When it has finished downloading, click on the blue open file words to open the installer.

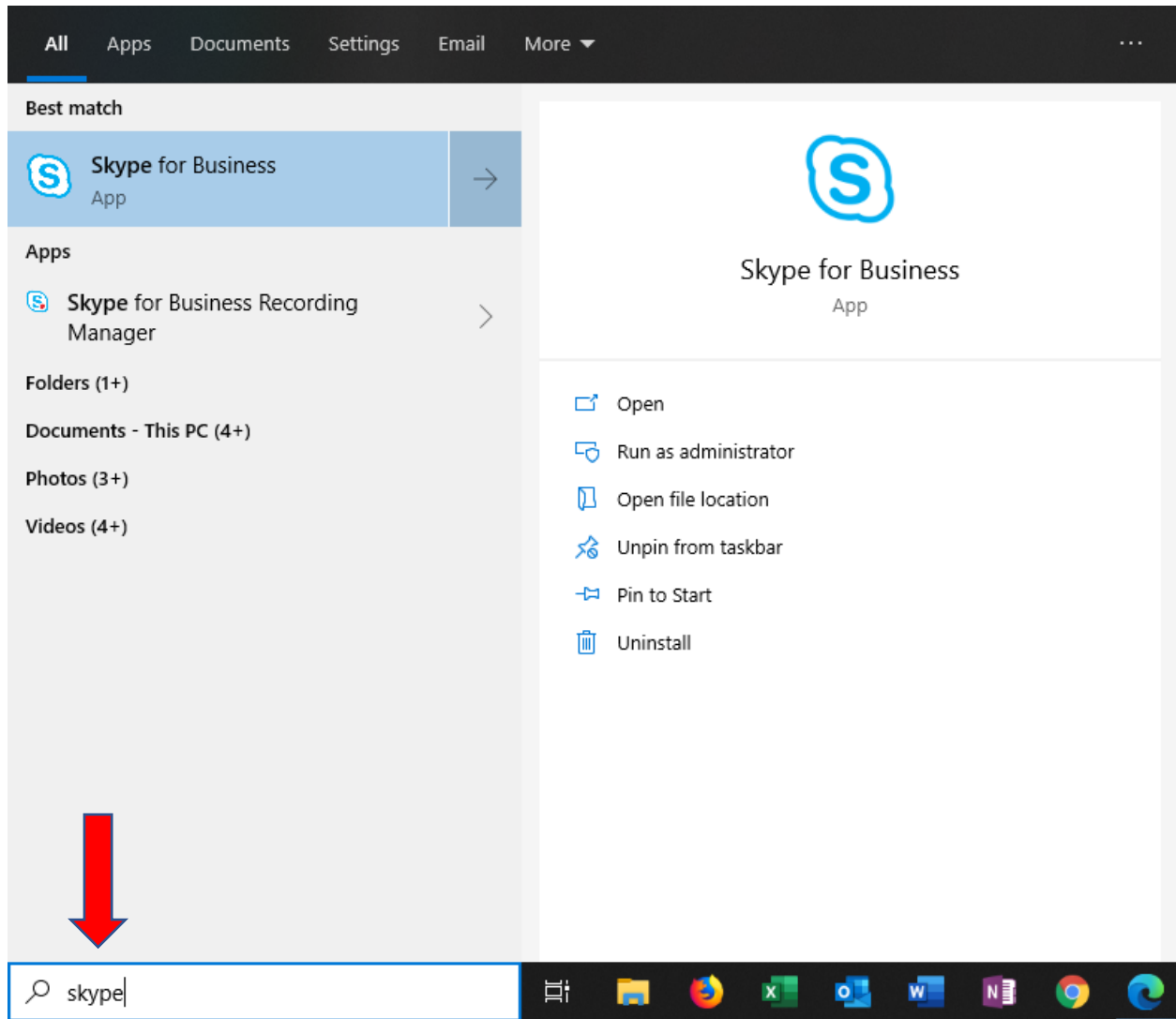
11. When the installer opens, click on Install Now.



12. When it has finished installing, click on the close button.



- To find the Skype for Business program you have just downloaded, locate the search box at the bottom left of your screen and type in Skype. The program will show at the top of the search window.
- Double-click on Skype for Business to open it.




(continued on next page)

15. You will be asked to log in. ONLY STUDENTS have credentials to log into Skype for Business with a St. Clair County Schools login.

- The username or sign in address is the student's school email: **last name.4 digits@students.sccboe.org**. If the student does not know the 4 digits, please contact the teacher and ask for the last four numbers of the student ID number in iNow.
- The password is the normal password a student uses to log into a computer at school. If the student does not know this, please contact the teacher.

(The screenshot below does not show the exact password box. The student's screen may look a little different.)

16. Click the Sign In button at the bottom.



Skype for Business

Skype for Business

Sign in

Sign-in address:
lastname.1234@students.sccboe.org

Use the sign-in address for your organization - not a Skype Name or Microsoft account

Password:

Sign in as:
Available

Sign In

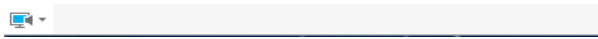
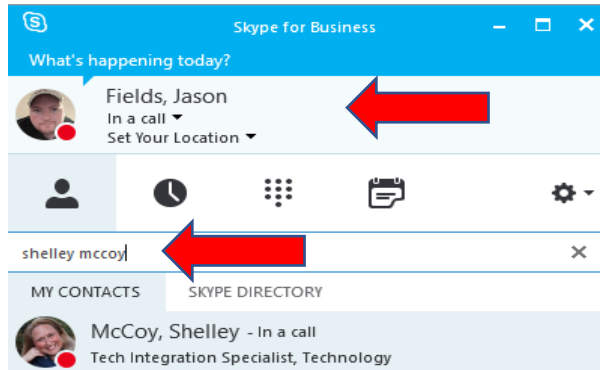
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****You should only have to do this process one time. Once the student is logged in, he/she stays logged in until the account is intentionally logged out of.****

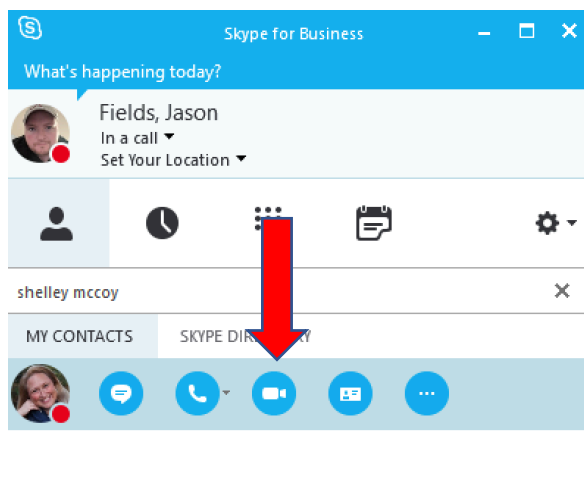
(Continued on the next page)

17. Now that the student is logged in, Skype for Business should automatically open.

- The main page will show the student name and availability and have the Contacts section open (head and shoulders icon)
 - > The student can type in the teacher's last name, select the teacher, and add to the My Contacts list. If there is a green dot next to the teacher's name, the teacher is available to meet.



18. When the student clicks once on the teacher's name in the My Contact section, bubbles show different ways to contact the teacher. To start a video meeting, click the video camera bubble.



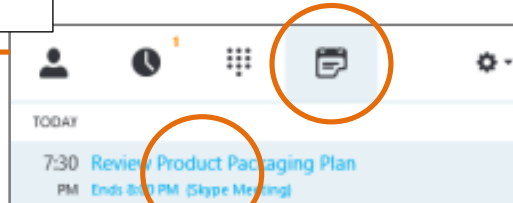
Joining a Meeting a Teacher Has Scheduled:

There are several ways to join a meeting.

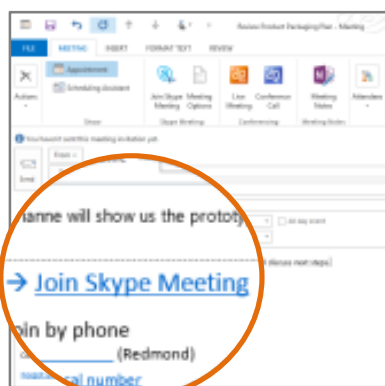
1. The simplest way is to open Skype for Business. (Refer to steps 13-14 above to open the program.)
 - In the window that pops up, click on the calendar icon at the top of the box.
 - A list of any meetings you have agreed to join should be listed.
 - Click the JOIN button next to the meeting you are joining.
2. If you received an email in your Office 365 Outlook email account (which every student has):
 - Click on the blue Join Skype Meeting link at the end of the email.

In the main window, click the Meetings tab, then double-click the meeting you want to join.

#1



#2



In the meeting request, click Join Skype Meeting.