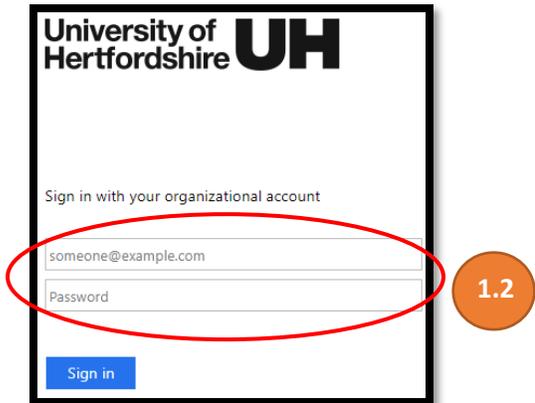


Skype for Business: Student Quickstart Guide

Installing Skype for Business



1. Go to <https://www.studynet.herts.ac.uk>

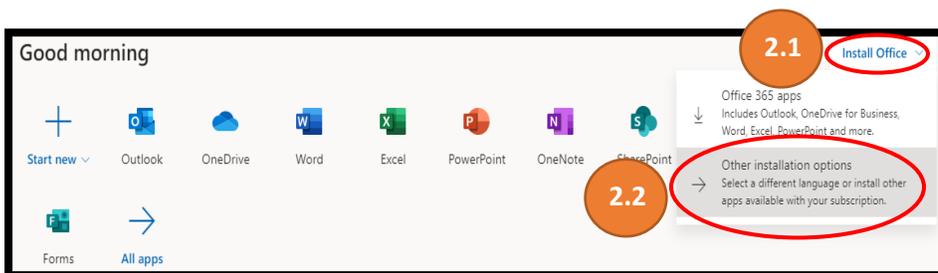
Log in using your UH user id and password as follows:

<UH user id>@herts.ac.uk.

Password is the same as your Studynet password



- 1.3 On the right-hand side of Studynet under **Online Services** click on **Office 365**.



- 2.1 On the top right-hand side of the page click on **Install Office**.

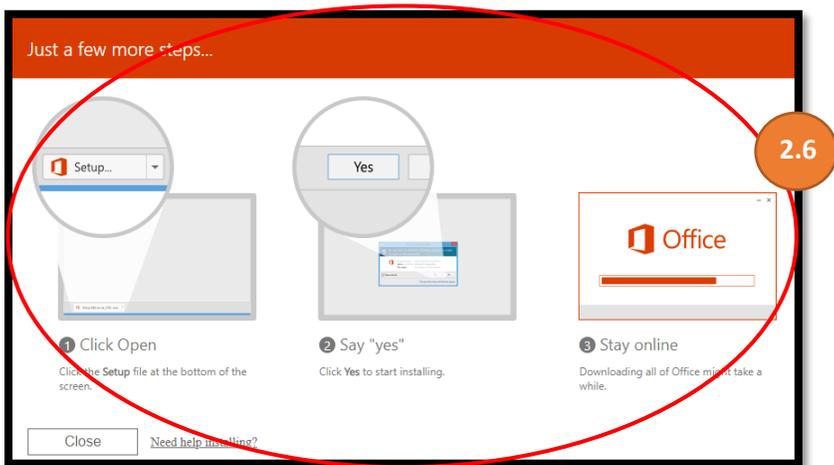
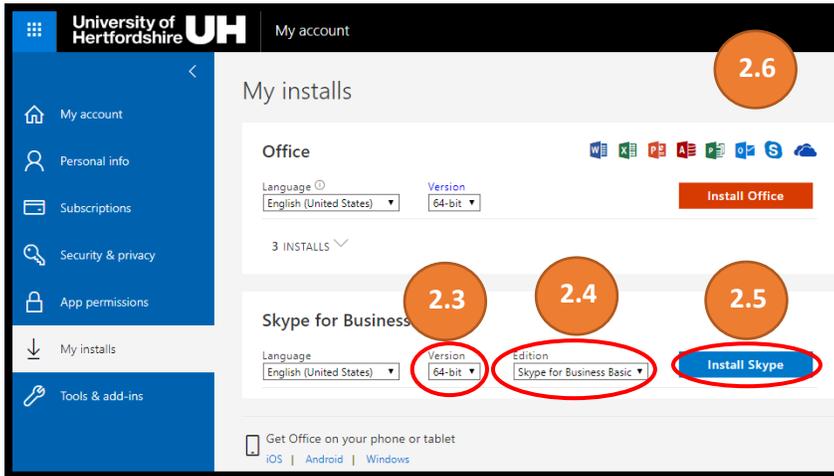
- 2.2 Click on **Other Installation Options**.

2.3 Click on **Version** and choose the appropriate version for your device.

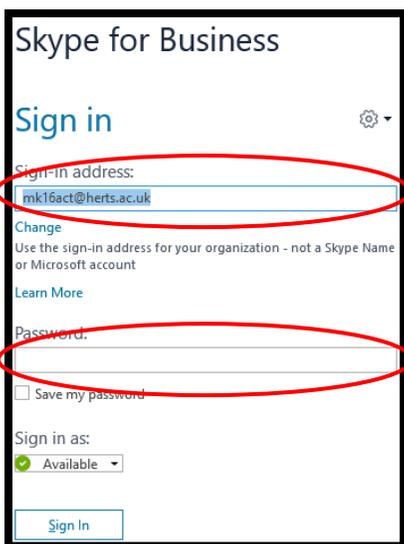
2.4 Click on Edition choose Skype for Business Basic

2.5 Click on **Install Skype**.

2.6 Follow the installation steps



Logging In



Open **Skype for Business**.

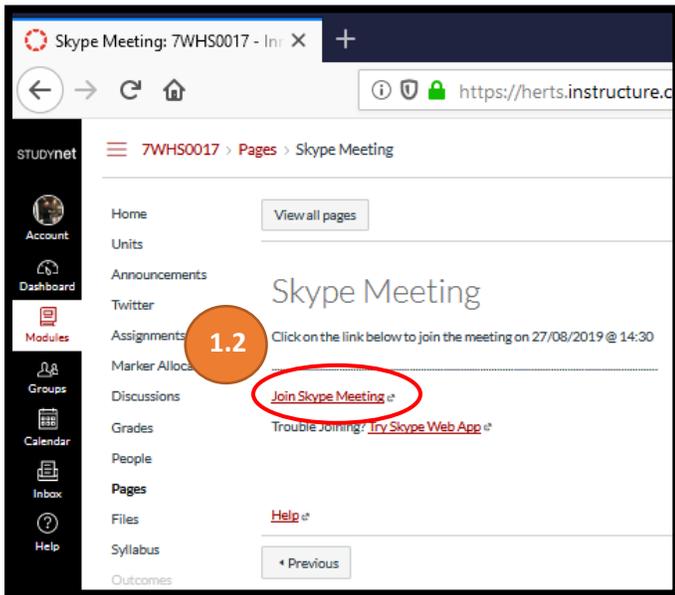
Enter your UH user id as follows:

UH user id@herts.ac.uk

Password is the same as your Studynet password

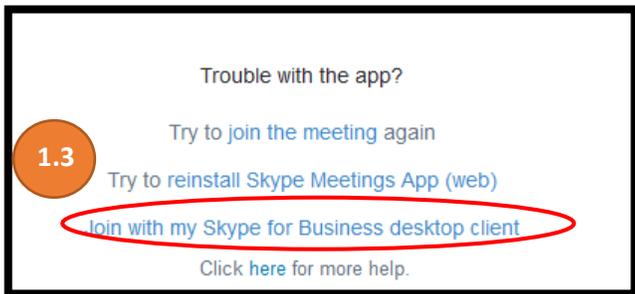
Click on the **sign in** button.

Joining a meeting



In your module you will see the link your tutor has set up for your Skype meeting

1.2 Click on **Join Skype Meeting**.



1.3 Once you have clicked on the link you will see a new window appear giving you two options, click on **Join with my Skype Business desktop client** it will automatically open the desktop app and join the meeting.

NOTE: If you cannot install the client you can access the meeting using a browser. In this case click on **Skype Meetings App (web)**. You will need to download a plug in for this option to work. Click on **Save File**. This will download a file. Once downloaded double click on the file to run it and you will be taken to the meeting.

Support and Guidance

- For help downloading and installing Skype for Business, please contact the helpdesk by emailing helpdesk@herts.ac.uk

Note: The guidance given in this document may be updated from time to time to reflect changes in the Skype for Business application and the integration with UH systems.