

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 Say "yes"

Click Yes to start installing

Stay online Downloading all of Office while. Skype for Business: Getting Started

- 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

Close

1 Click Open

Setup file at the bottom of the

Need help if

Skype for Business	
Sign in	<u>نې</u> ۲
Sign-In address:	
mk16act@herts.ac.uk	
Change Use the sign-in address for your organization or Microsoft account	- not a Skype Name
Learn More	
Passwerd.	
Save my password	
Sign in as:	
🥑 Available 👻	
<u>Sign In</u>	

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



Click here for more help.

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.