Skype for Business
Windows Download User Guide

These instructions explain how to download and install Skype for Business on Windows from the Microsoft Download Center. Before you begin, we recommend that you view the system requirements: https://www.microsoft.com/en-us/download/details.aspx?id=49440

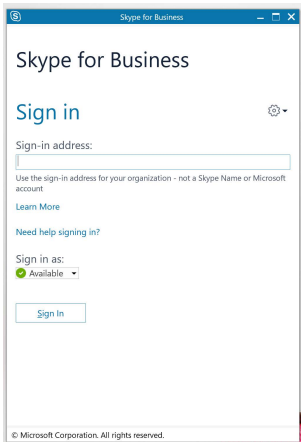
Please be aware that if your Office applications were provided through an Office 365 subscription, it is very likely you already have Skype for Business installed. Please verify by using your computers search function before proceeding.

1. Go to the **download page** for Skype for Business on Windows.
2. Select your Language and Click the Download button and save the lyncentry.msi program file to your hard disk.
3. Double-click the program file on your hard disk to begin installation.
4. Follow the instructions on the screen to complete the installation.

You are done installing Skype for Business on your Windows PC. You are now ready to sign in.

Signing in on Skype for Business

1. Locate your Skype for Business application by clicking on your Windows start menu, or by seaching for Skype for Business.
2. Click on the Skype for Business icon to open the application.
3. Enter your sign-in address, **(for example username@domain.com)** then click **sign on**.



4. After you click sign-on, it will prompt you to enter your password.

Tip: If you don't want to enter your password each time you sign in to Skype for Business, select the **Remember my password** check box.

5. You are ready to use Skype for Business!

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