

# Install Skype for Business v1.0

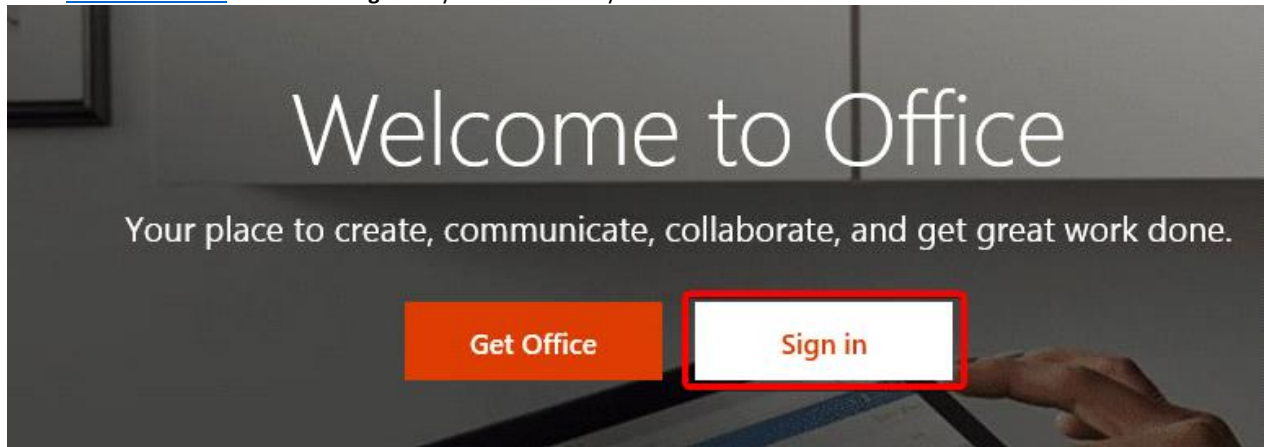
Friday, March 13, 2020 4:15 PM

These instructions will walk you through installing Skype on one or more of your devices (computer, tablet, phone etc.)

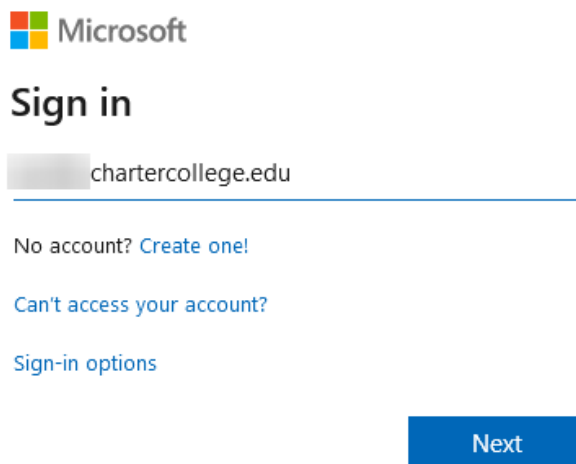
If you are installing on a computer (PC or Mac)

[Log in to the Microsoft Portal](#)

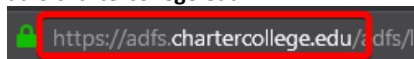
1. Go to [www.office.com](http://www.office.com) and click on **Sign in** if you aren't already



2. Sign in with your Charter College account



3. It will take you to our log in page, where you should confirm it took you to **adfs.chartercollege.edu**



4. Sign in with your username and password

Sign in with your organizational account

chartercollege.edu

.....

Sign in

- 5. If it asks you to stay logged in, you can if it is a private machine. If you are using a shared machine, do not stay logged in



chartercollege.edu

### Stay signed in?

Do this to reduce the number of times you are asked to sign in.

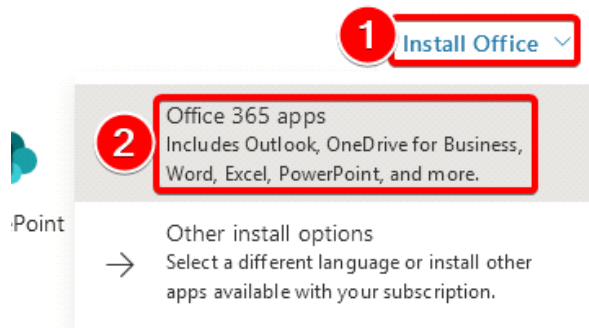
Don't show this again

No Yes

### If you want to install everything (easiest)

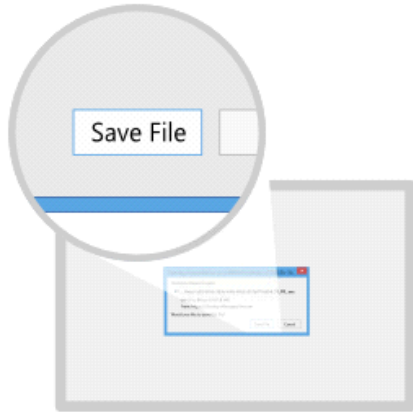
The full Office suite, including Skype for Business

- 1. Click **Install Office** 1, then click **Office 365 Apps** 2



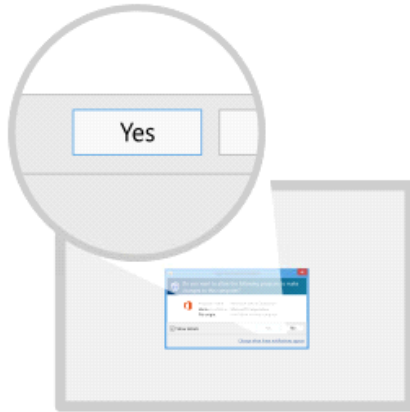
- 2. A popup will appear giving more instructions. Note the **Need help installing?** link at the bottom

## Just a few more steps...



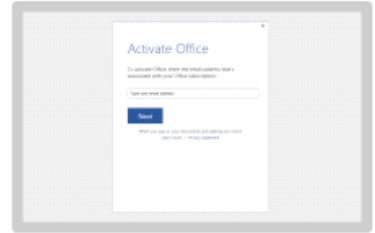
### 1 Click Run

If asked, click Save File, then run the file.



### 2 Say "yes"

Click Yes to start installing.



### 3 Stay online

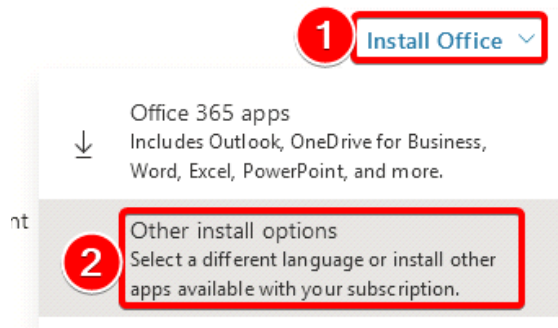
After installation, start Office and sign in with the account you use for Office 365: iain@s.chartercollege.edu.



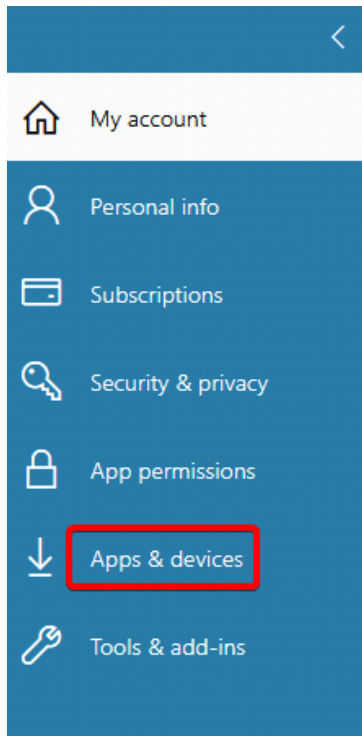
3. The short version, is **save** the file, **run** the file, then **let it install office** for you

## Installing only Skype for Business

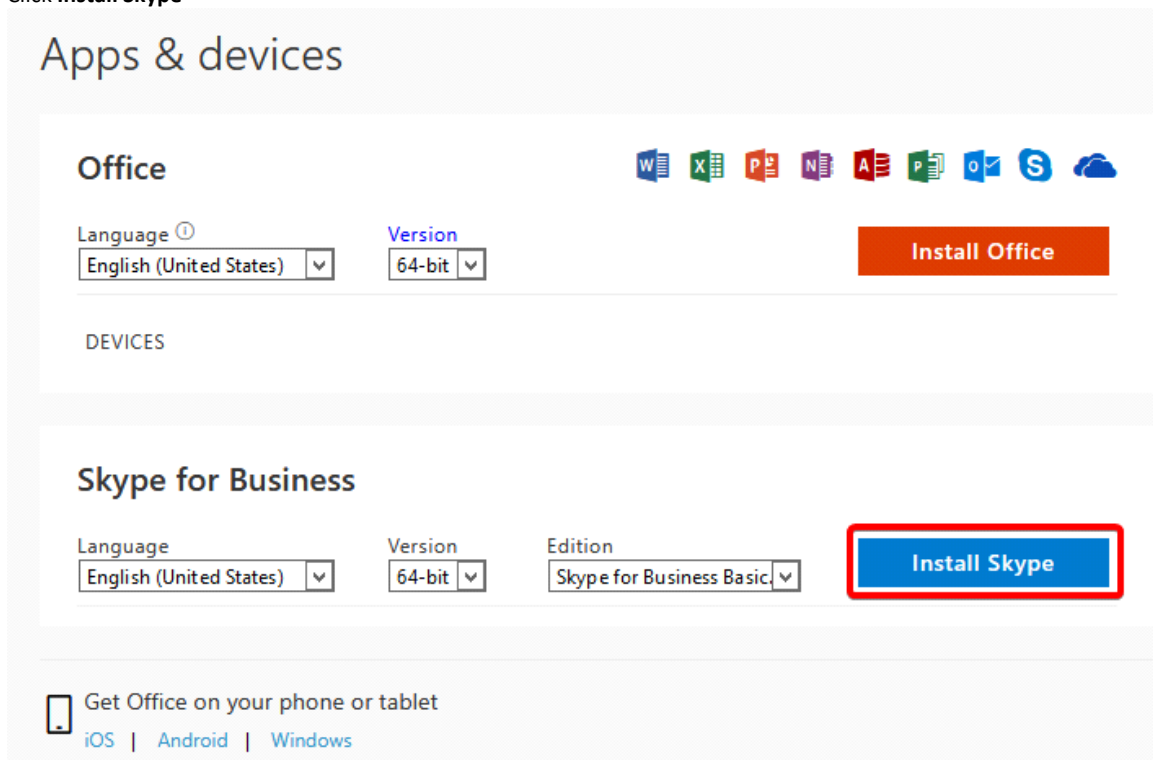
1. In the top right, click **Install Office** ①, and then select **Other install options** ②



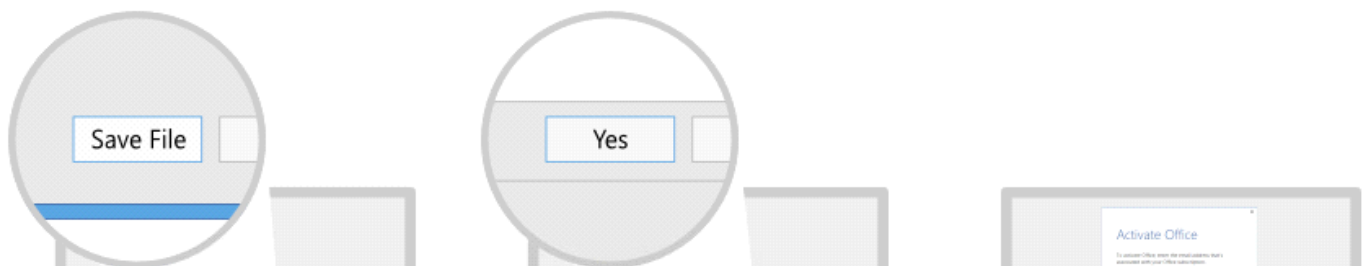
2. Click on **Apps & devices**



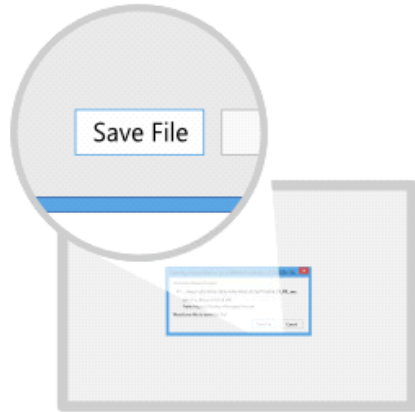
3. Click **Install Skype**



4. A popup will appear giving more instructions. Note the **Need help installing?** link at the bottom

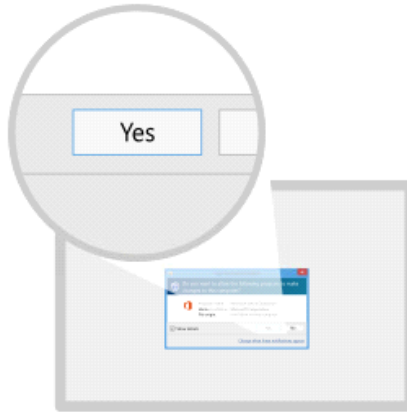


## Just a few more steps...



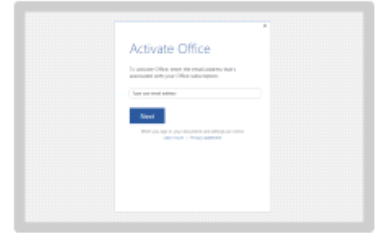
### 1 Click Run

If asked, click Save File, then run the file.



### 2 Say "yes"

Click Yes to start installing.



### 3 Stay online

After installation, start Office and sign in with the account you use for Office 365: iain@s.chartercollege.edu.



5. The short version, is **save** the file, **run** the file, then **let it install skype** for you

## Installing Skype on your Phone

### Apple

1. Either search for **Skype for Business** in the App Store or [this link should take you there](#)

### Android

1. Either search for **Skype for Business** in the Play Store or [this link should take you there](#)