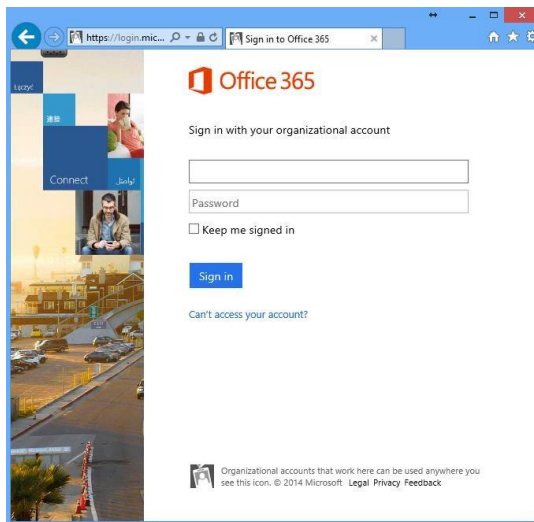



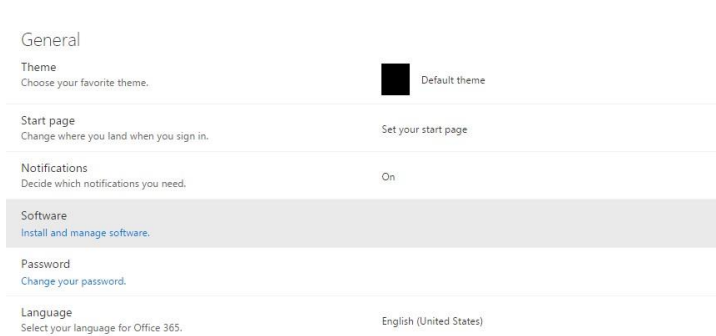
How to install Skype for Business

Follow the below steps:

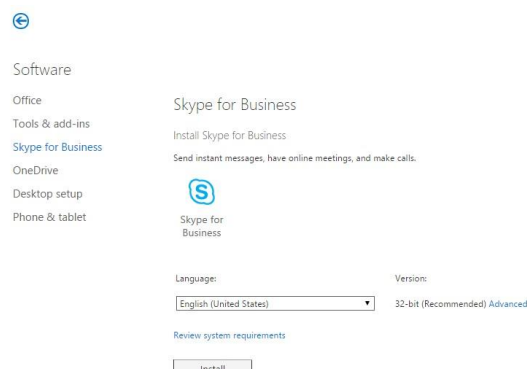
1. Open Internet Explorer browser
2. Go to <https://portal.microsoftonline.com>
3. Enter your Office 365 username (email address) and password



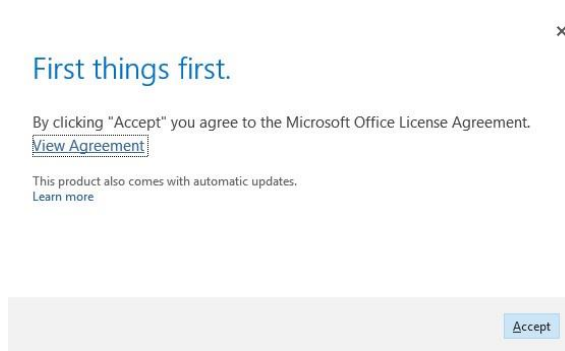
4. At the top right of the page of Office365, click on the gear 
5. Then, select **“Office 365 Settings”**
6. Go to **“Software”** category



7. Choose **“Skype For Business”** and click **install** (32-bit is recommended)



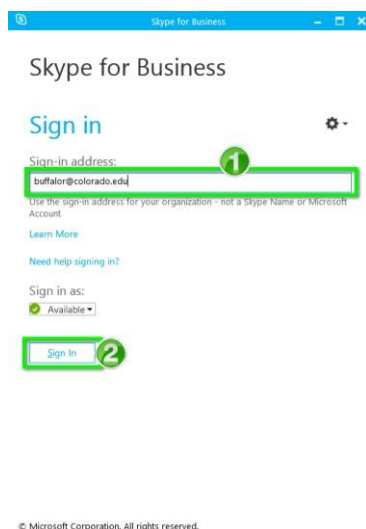
- Then, click Run **“SetupLyncentryretail.x86.exe”** and to install Skype for Business.
- Click **“Accept”**



- Click **“Skip for now”**



- Enter **username** of Office365 account and click **Sign in**



- Enter your **“Password”** of office365 account and click **“Save my password”**
- Click **“Sign in”** and choose **“Yes”** to sign you in automatically next time.

For more information please contact us at support@ibs.com.cy