

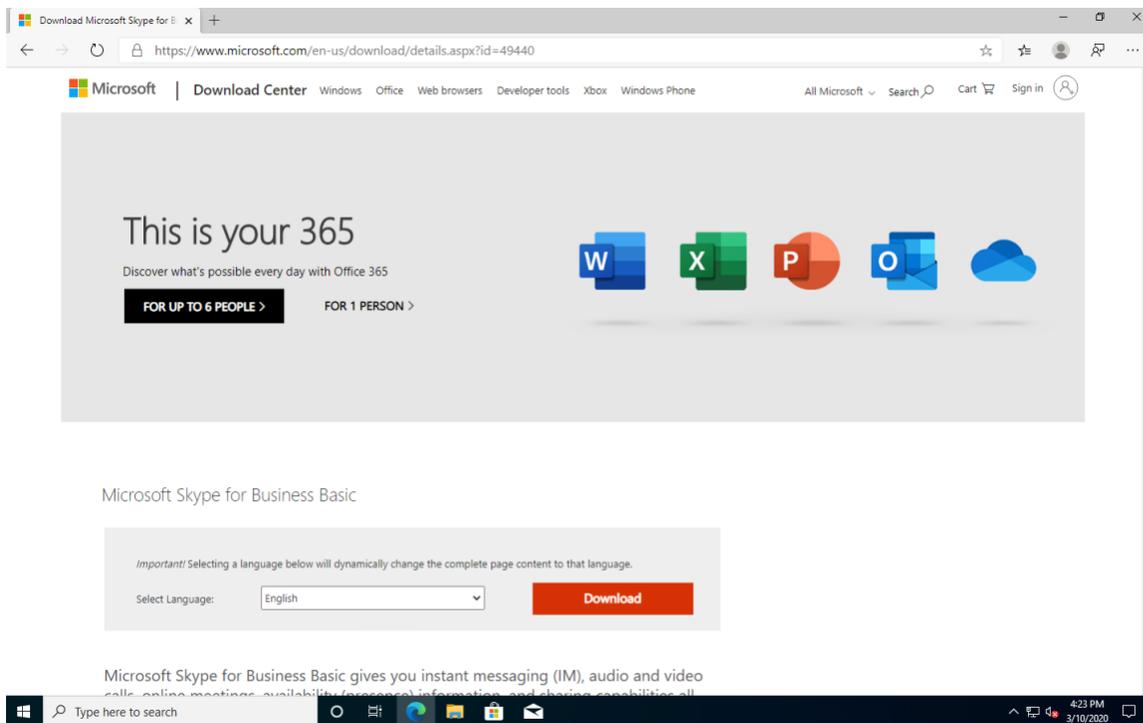
Installing Skype for Business for use at home

Using the following instructions, you should be able to get Skype for Business installed and running on your home PC with 30 minutes. If you have questions, please contact the LBCC helpdesk at (562) 938-4357 or put in a ticket at <https://ticketsystem.lbcc.edu>

To begin, you'll need to download the Skype for Business 2016 basic client, which is a free download that doesn't require any additional licensing to install.

Open a web browser and download Skype for Business using the following address:

<https://www.microsoft.com/en-us/download/details.aspx?id=49440>



The screenshot shows a web browser window displaying the Microsoft Download Center page for Skype for Business Basic. The browser's address bar shows the URL <https://www.microsoft.com/en-us/download/details.aspx?id=49440>. The page features a navigation bar with the Microsoft logo and links to Download Center, Windows, Office, Web browsers, Developer tools, Xbox, and Windows Phone. A search bar, cart, and sign-in link are also present. The main content area has a large banner with the text "This is your 365" and "Discover what's possible every day with Office 365". Below this, there are two buttons: "FOR UP TO 6 PEOPLE >" and "FOR 1 PERSON >". To the right of the banner are icons for Word, Excel, PowerPoint, Outlook, and OneDrive. Below the banner, the page title is "Microsoft Skype for Business Basic". A language selection section includes the text "Important! Selecting a language below will dynamically change the complete page content to that language." and a dropdown menu set to "English" with a "Download" button. At the bottom, a partial description reads "Microsoft Skype for Business Basic gives you instant messaging (IM), audio and video calls, online meetings, availability (presence) information, and sharing capabilities all". The Windows taskbar at the bottom shows the search bar, task view, and system tray with the time 4:23 PM and date 3/10/2020.

Select x64 version (top checkbox) and then click next.

Choose the download you want

<input type="checkbox"/> File Name	Size
<input checked="" type="checkbox"/> LyncEntry_bypass_ship_x64_en-us_exe\lyncentry.exe	448.1 MB
<input type="checkbox"/> LyncEntry_bypass_ship_x86_en-us_exe\lyncentry.exe	382.0 MB

Download Summary:
KMBGB

- LyncEntry_bypass_ship_x64_en-us_exe\lyncentry.exe

Total Size: 448.1 MB

Next

Select Language: English

Download

Microsoft Skype for Business Basic gives you instant messaging (IM), audio and video

Type here to search

4:36 PM 3/10/2020

After the file downloads, click open and click yes to allow the install

User Account Control

Do you want to allow this app to make changes to your device?

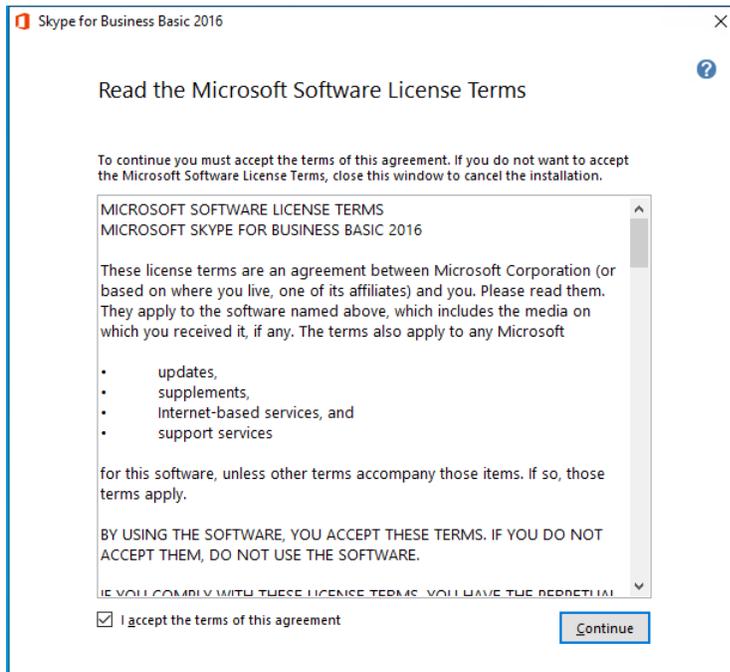
Microsoft Office

Verified publisher: Microsoft Corporation
File origin: Hard drive on this computer

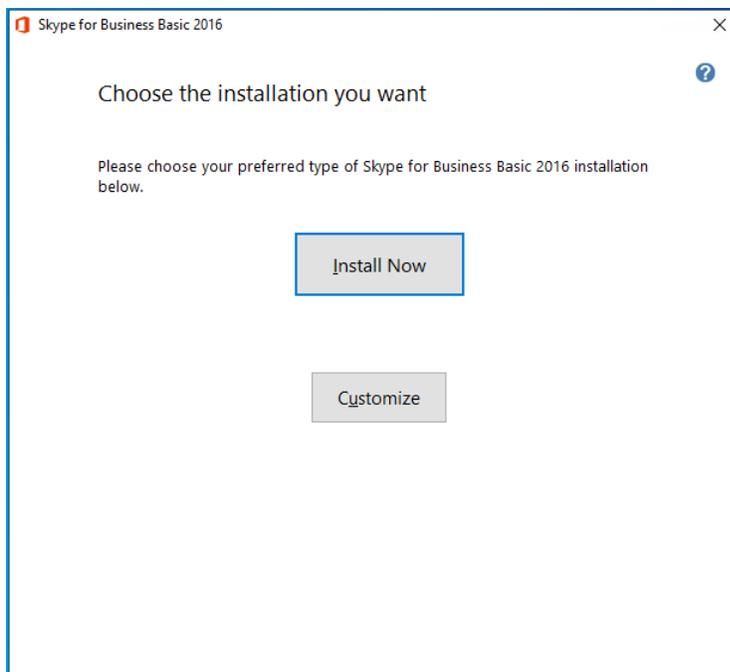
Show more details

Yes No

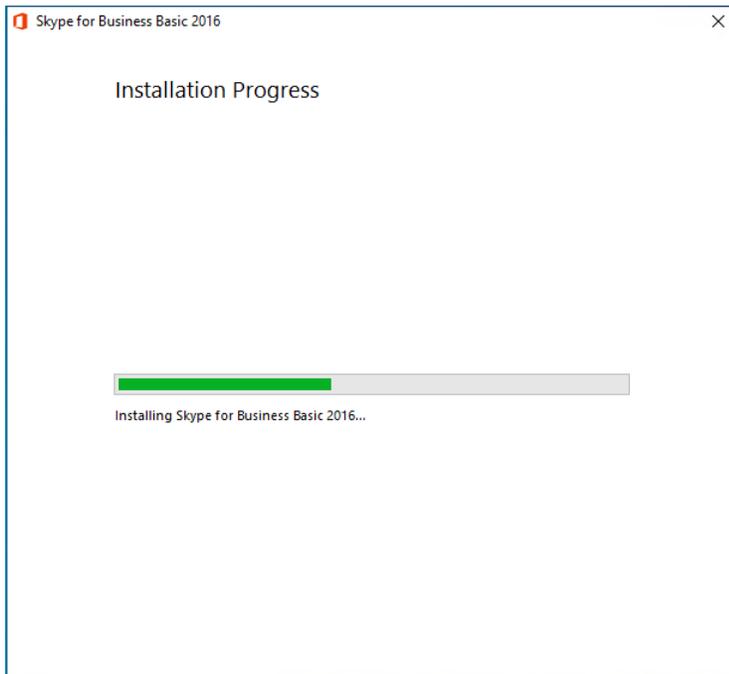
Accept the Licensing Terms and click Continue



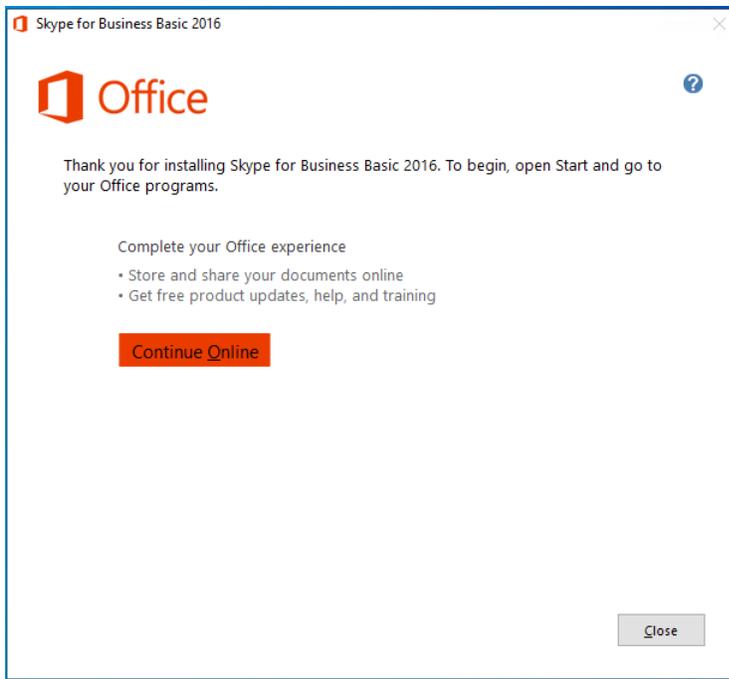
Click Install Now



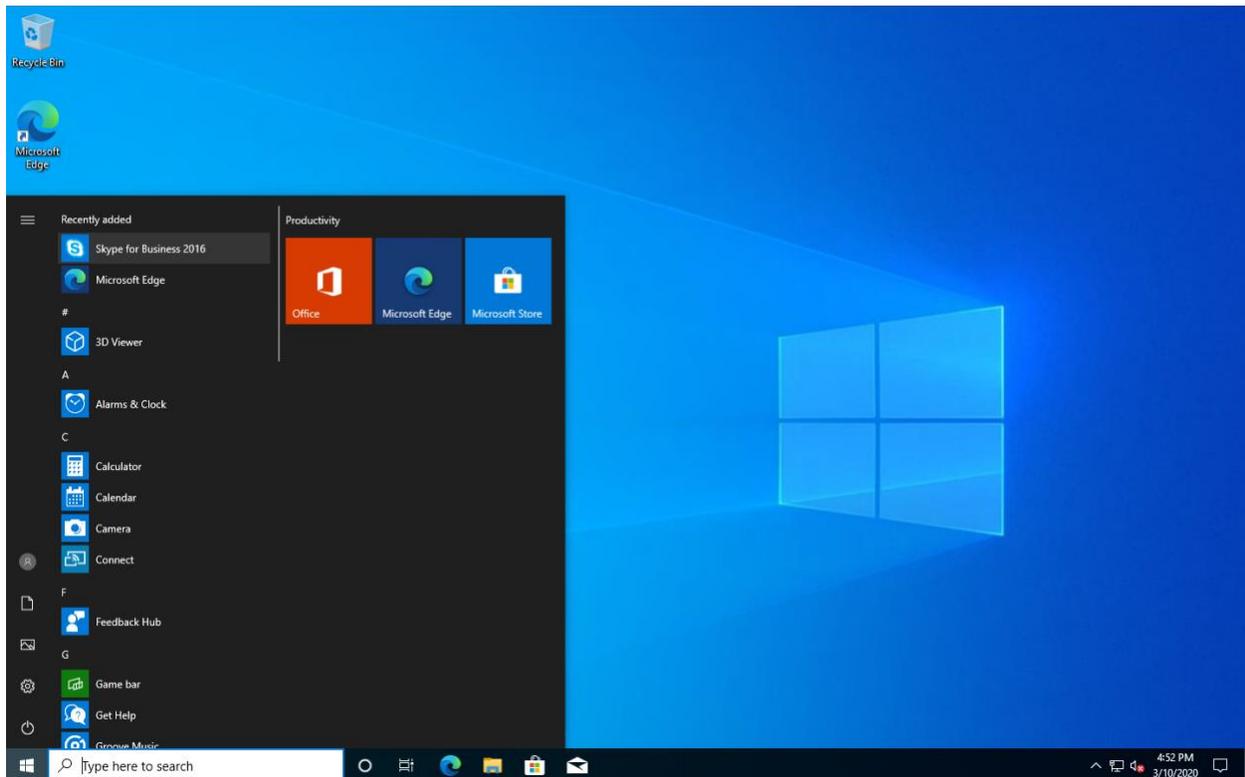
Wait for installation to complete (this might take a few minutes)



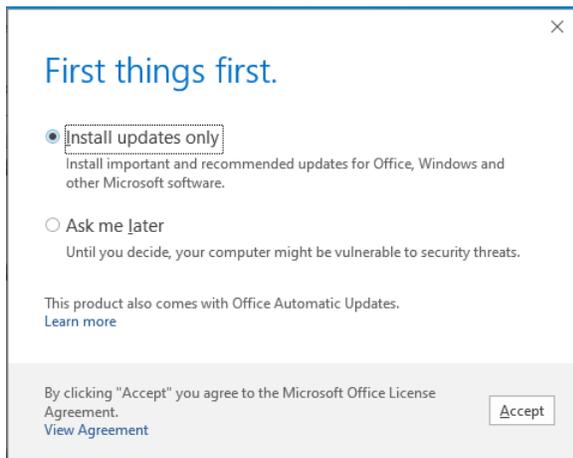
When installation completes, click Close



Find Skype for Business 2016 in the Start Menu and click it to begin initial sign in configuration.

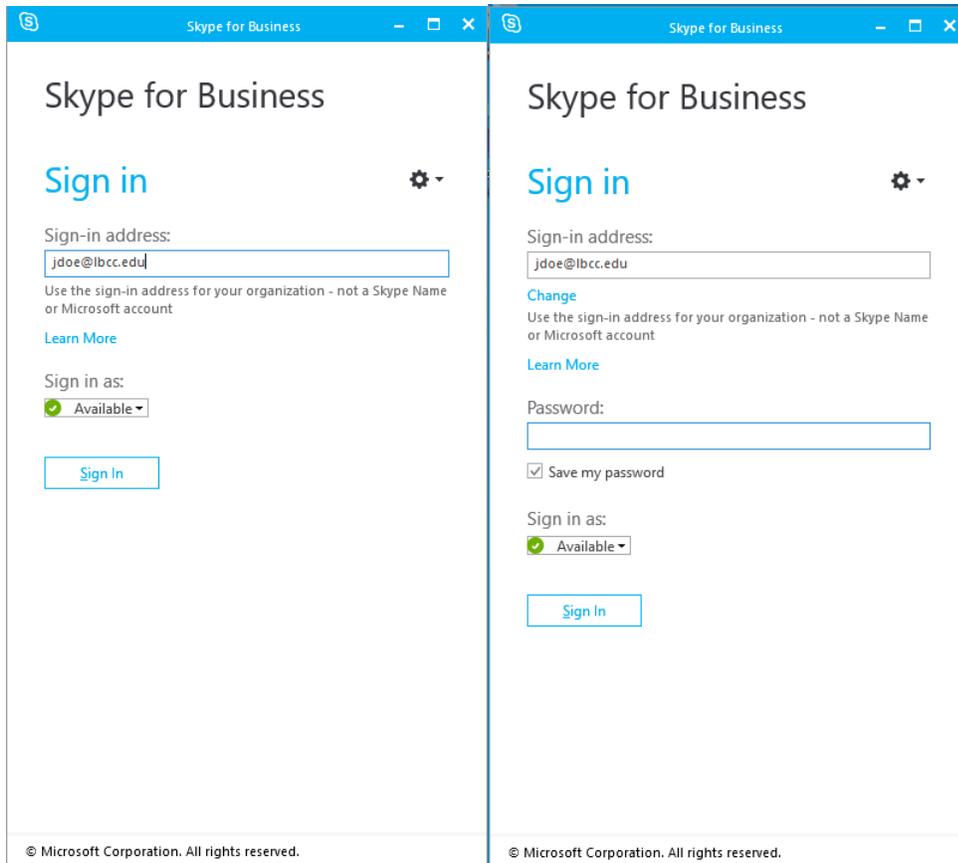


Click Install updates only and then click Accept



Sign in with your Skype for Business address (same as your email address).

When you click Sign In for the first time, it will prompt you for a password, leave the password blank and click Sign In again.

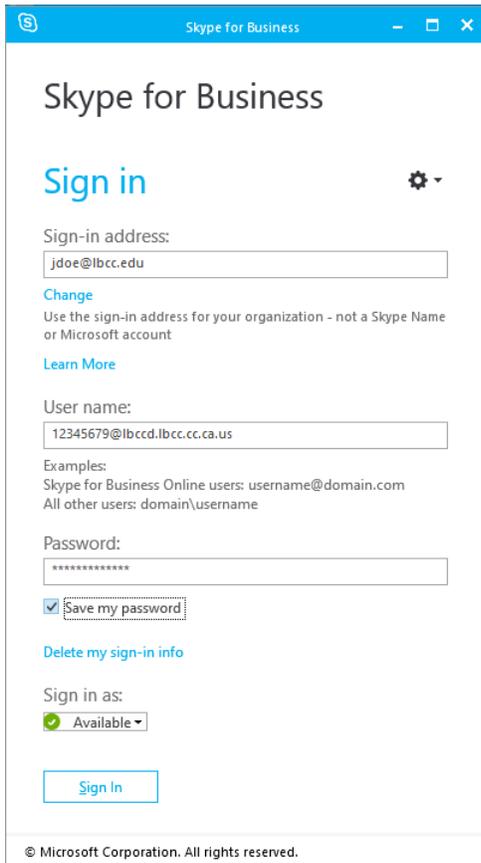


When it prompts you to save your sign-in info, click No.

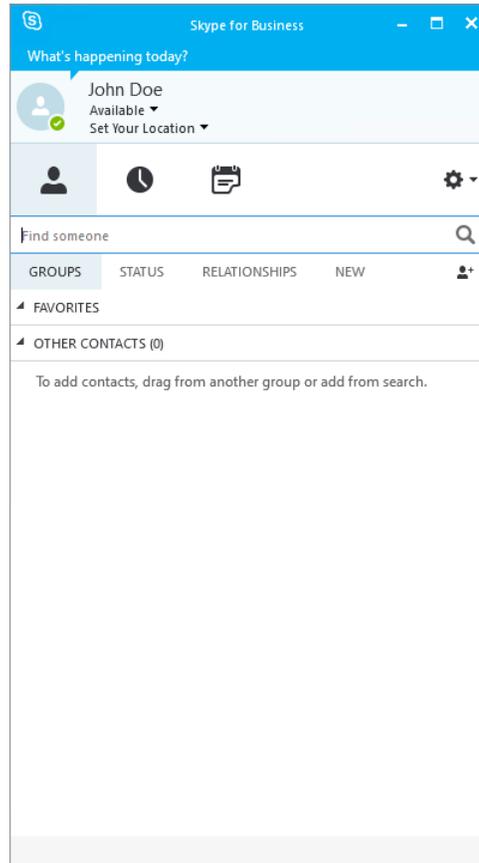
This will generate a Can't sign in to Skype error, which will now give you the opportunity to put in your full lbccd logon credentials.

With the full login screen, fill in the User name with your employee id number followed by @lbccd.lbcc.ca.us (example: 0123456@lbccd.lbcc.ca.us) and then enter your password.

When you click Sign In, you'll be prompted if you wish to save your password, after that you should be logged into Skype for Business and ready to start placing and receiving phone calls (depending on your audio setup) and performing all the other Skype for Business functions, just like if you were on campus.



The screenshot shows the 'Skype for Business' sign-in window. The title bar reads 'Skype for Business'. The main heading is 'Skype for Business' with a gear icon. Below it is the 'Sign in' heading. The 'Sign-in address:' field contains 'jdoe@lbcc.edu' with a 'Change' link below it. A note states: 'Use the sign-in address for your organization - not a Skype Name or Microsoft account'. A 'Learn More' link is also present. The 'User name:' field contains '12345679@lbccd.lbcc.ca.us'. Below this are examples: 'Skype for Business Online users: username@domain.com' and 'All other users: domain\username'. The 'Password:' field is masked with asterisks. A 'Save my password' checkbox is checked. A 'Delete my sign-in info' link is below. The 'Sign in as:' dropdown is set to 'Available'. A 'Sign In' button is at the bottom. The footer reads '© Microsoft Corporation. All rights reserved.'



The screenshot shows the main interface of the Skype for Business application. The title bar reads 'Skype for Business'. The top section is titled 'What's happening today?' and shows a profile for 'John Doe' with status 'Available' and a 'Set Your Location' dropdown. Below this is a navigation bar with icons for contacts, calendar, and settings. A search bar labeled 'Find someone' is present. Below the search bar are tabs for 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. Under 'GROUPS', there are sections for 'FAVORITES' and 'OTHER CONTACTS (0)'. A message at the bottom of the 'OTHER CONTACTS' section says: 'To add contacts, drag from another group or add from search.'