

Installing Skype for Business for PC Instructions

FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**



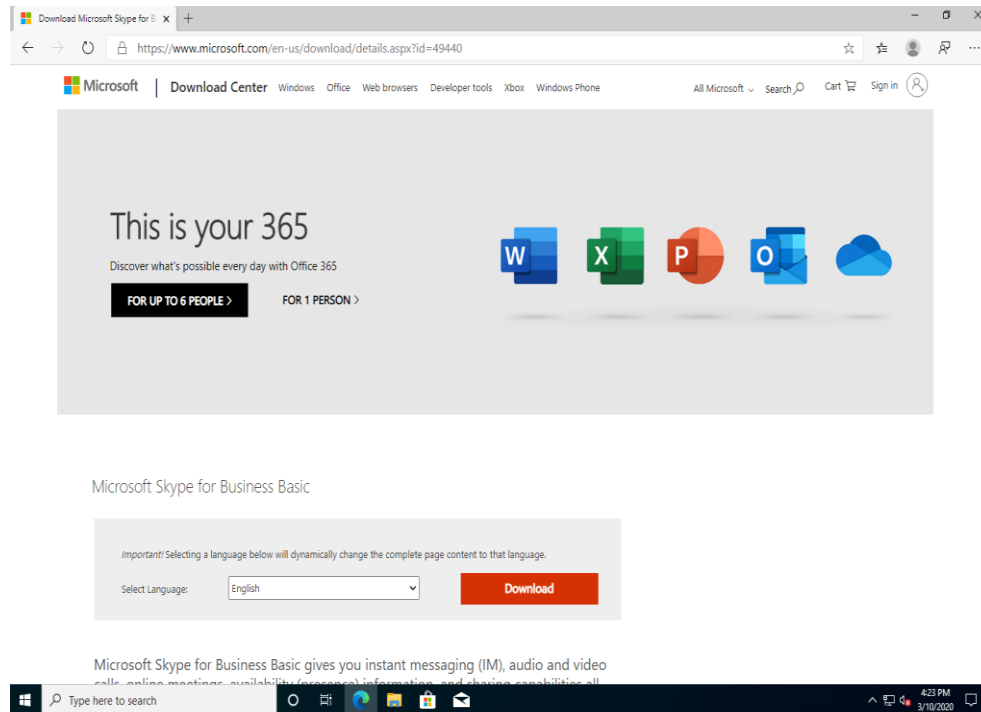
Setting up Skype for Business for PC

Using the following instructions, you should be able to get Skype for Business installed and running on your home PC within 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>

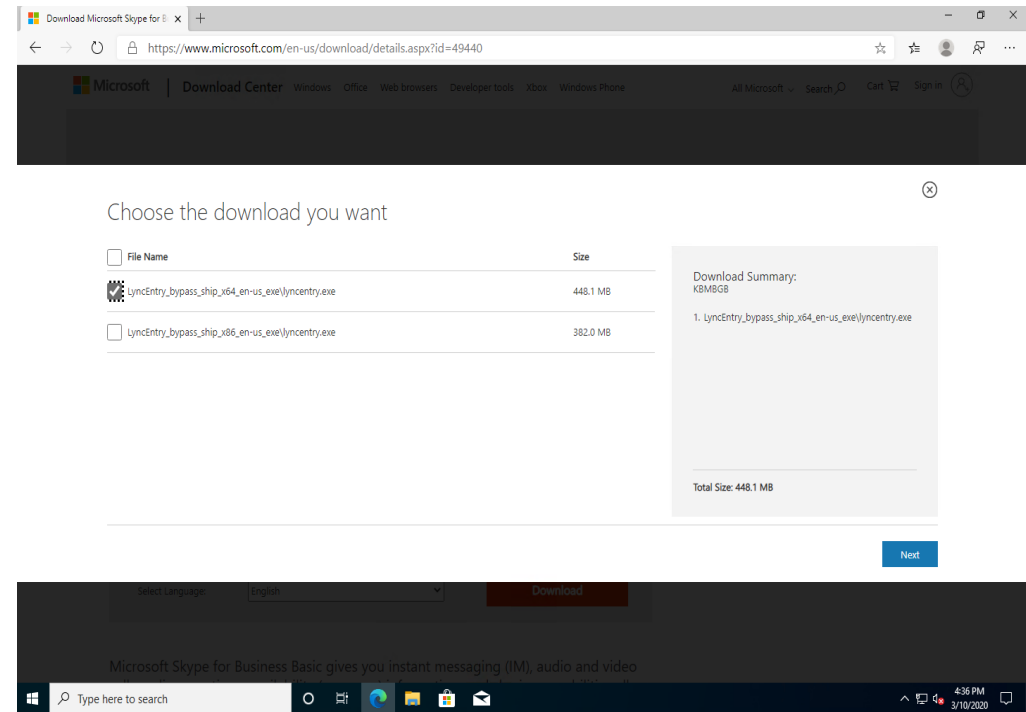
To begin, you'll need to download the Skype for Business 2016 basic client, which is a free download that doesn't require any additional licensing to install.

Open a web browser and download Skype for Business using the following address:
<https://www.microsoft.com/en-us/download/details.aspx?id=49440>

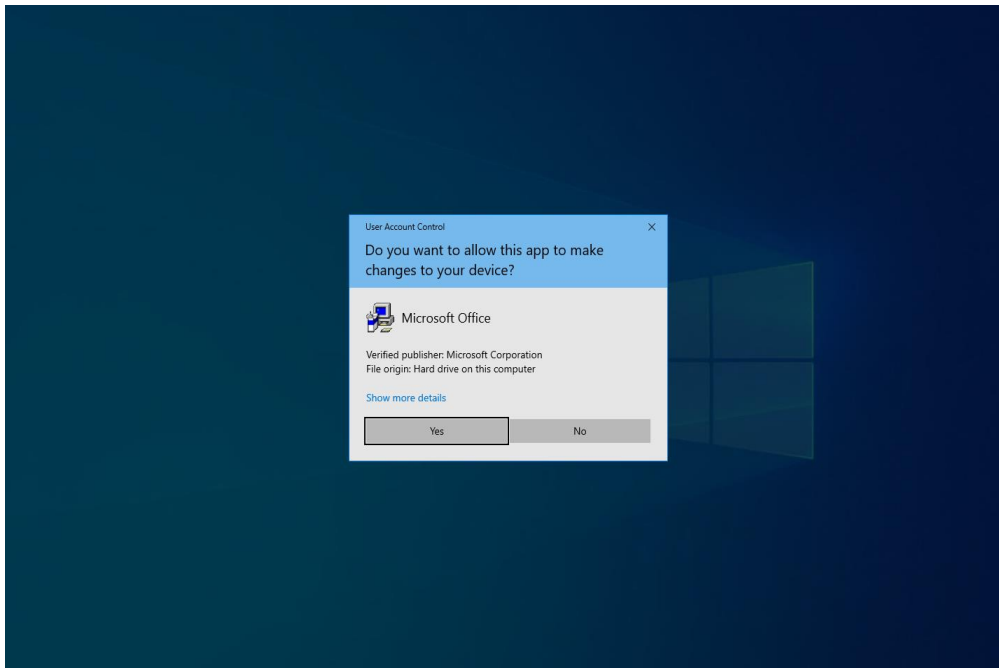
Click "Download"



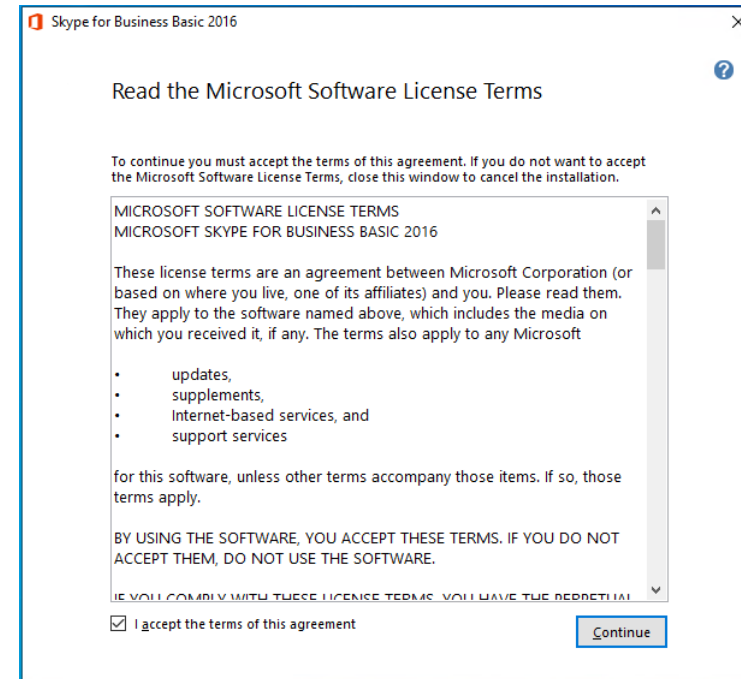
Select x64 version (top checkbox) and then click next.



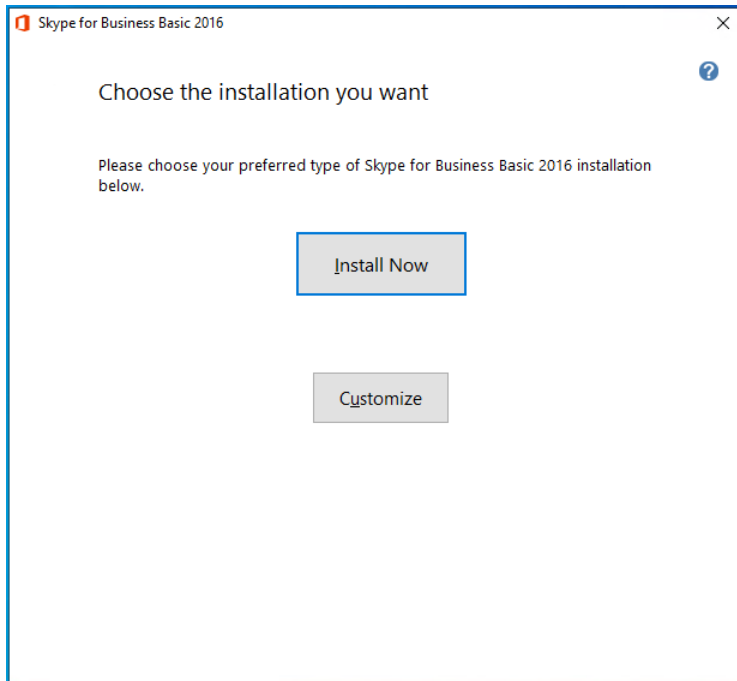
After the file downloads, click open and click yes to allow the install



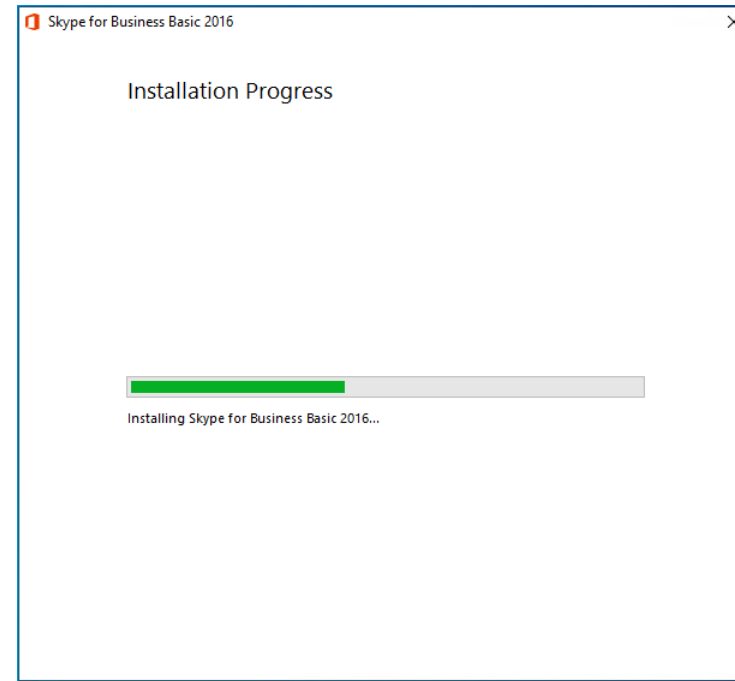
Accept the Licensing Terms and click Continue



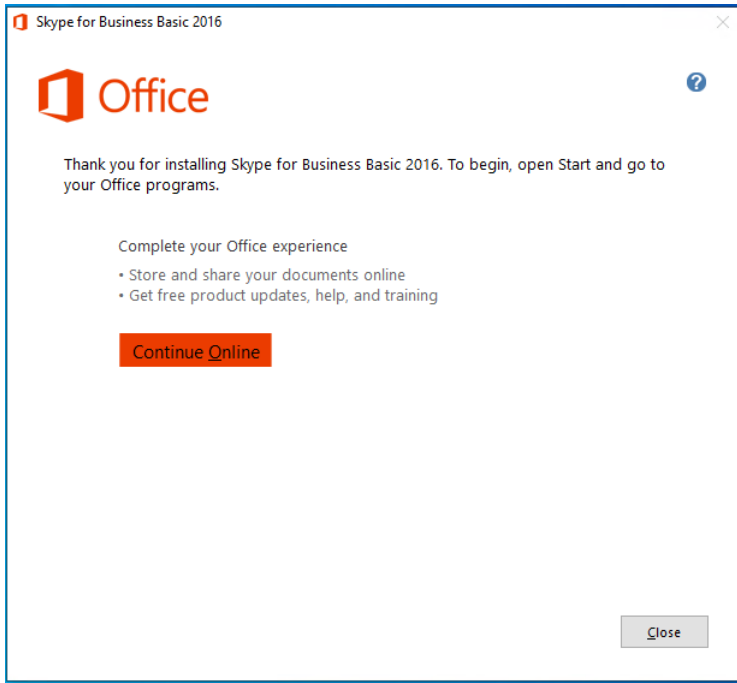
Click “Install Now”



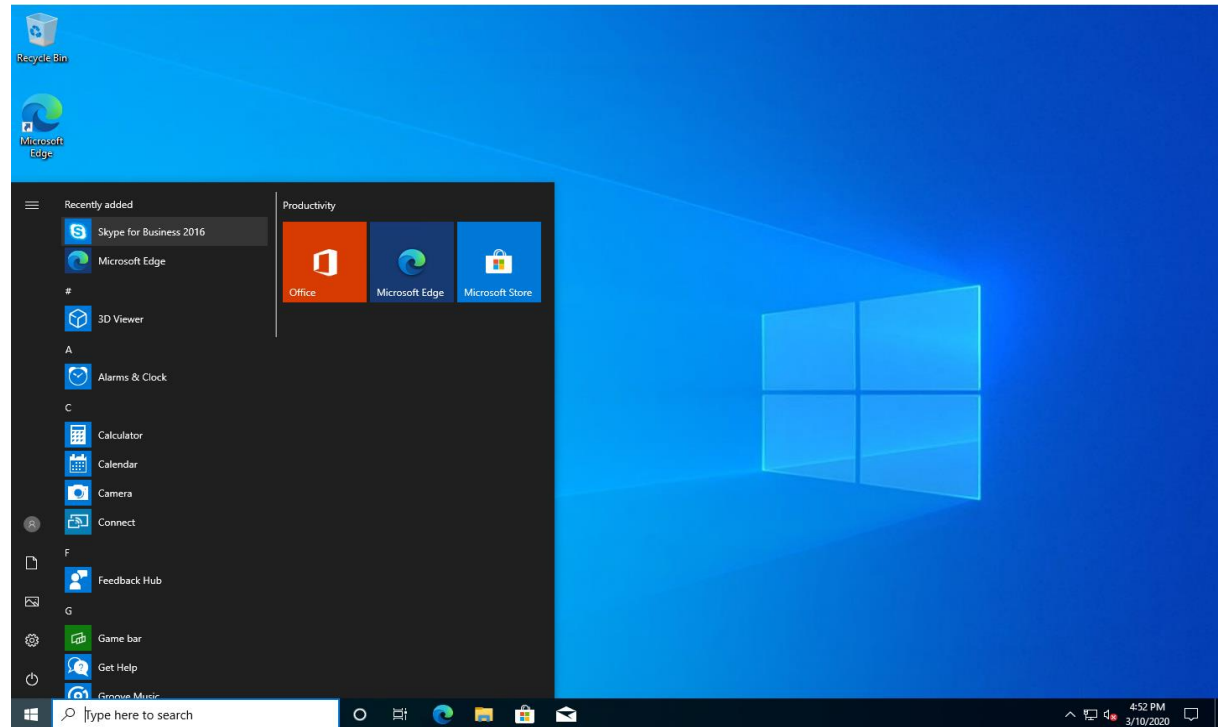
Wait for installation to complete (this might take a few minutes)



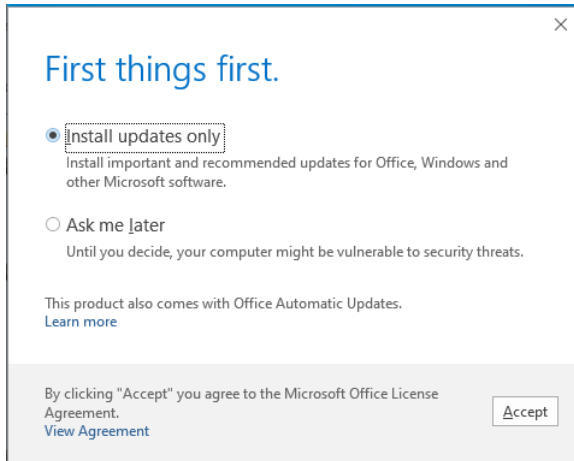
When installation completes, click Close



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

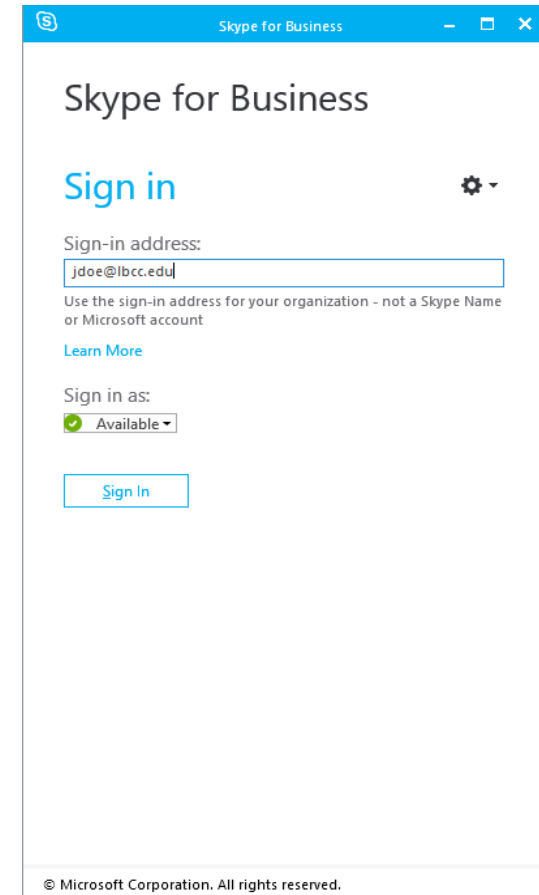


Click Install updates only and then click “Accept”



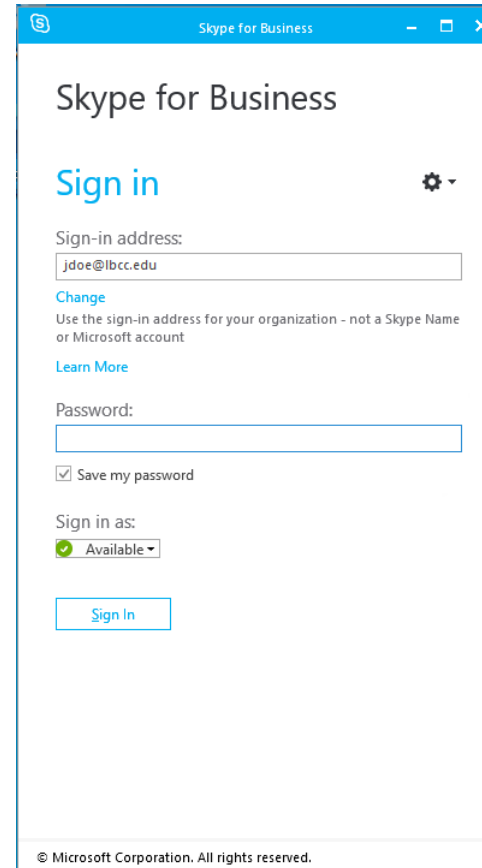
Sign in with your Skype for Business address (same as your email address).

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.



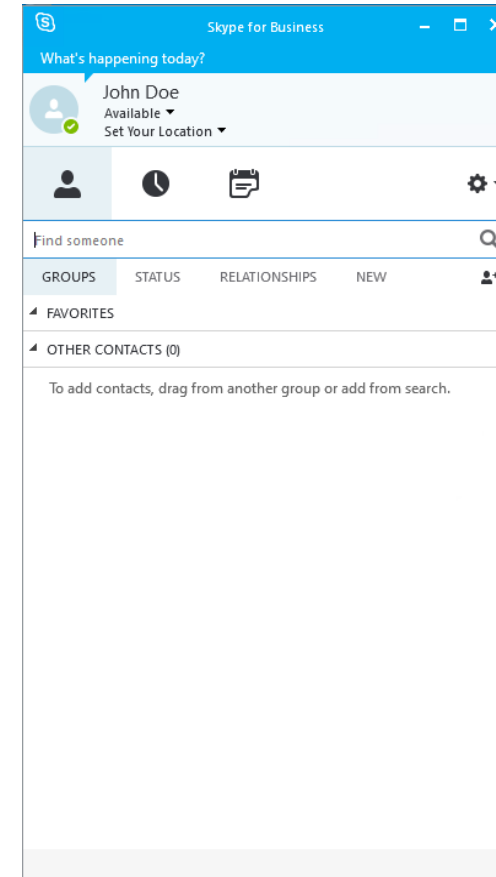
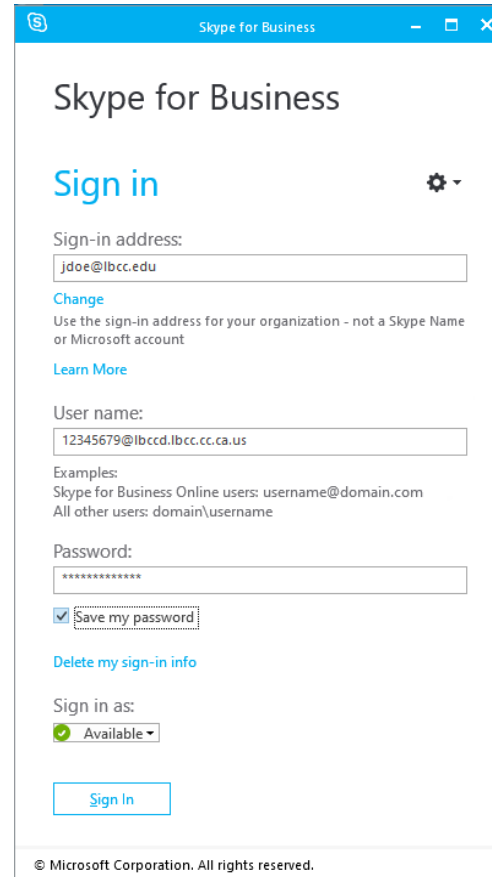
When it prompts you to save your sign-in info, click No.

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.cc.ca.us (example: 0123456@lbccd.lbcc.cc.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.



If you would like help with the process, or have any other LBCC Technology questions, feel free to contact the IITS Faculty & Staff Help Desk!

- Phone: (562) 938-4357
- Email: helpdesk@lbcc.edu
- In-Person: Check out our schedule online at www.lbcc.edu/iits