

Using Skype for Business on your Mobile Phone

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

Using Skype for Business on your Mobile Phone

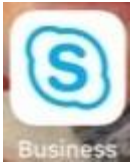
From this tutorial, you will learn:

1. How to download Skype for Business on your mobile phone.
2. How to access your LBCC account in Skype for Business on your mobile phone.
3. Note that this might look different depending on your phone. If you need extra support, please contact our IITS Faculty & Staff Help Desk for assistance.

Download/Install App

STEP 1: Download & Install Skype for Business on your Apple/Android Phone.

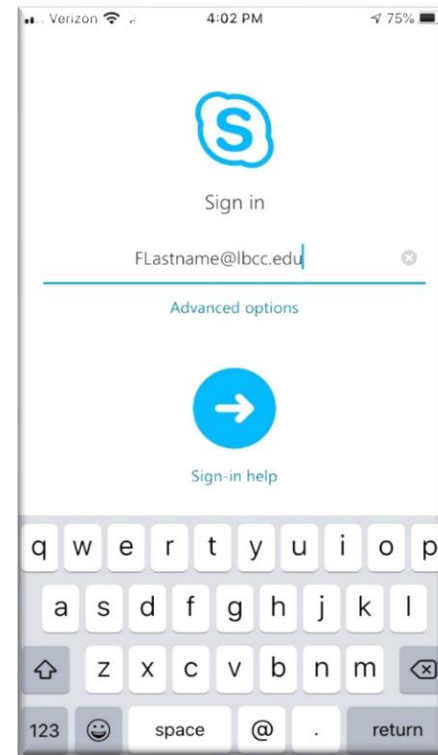
Note: Be sure it is Skype for *Business*.



STEP 2: Open the App on your phone.

Log in to Skype for Business

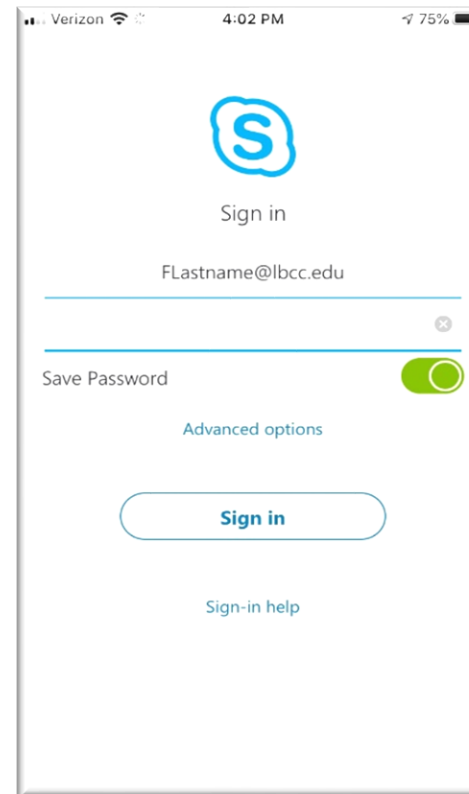
STEP 3: When you are prompted to log in, use your first initial/last name @lbcc.edu. Example: oviking@lbcc.edu



Log in to Skype for Business

STEP 4: Type in your SSO password for LBCC.

STEP 5: Click on **Advanced Options**.

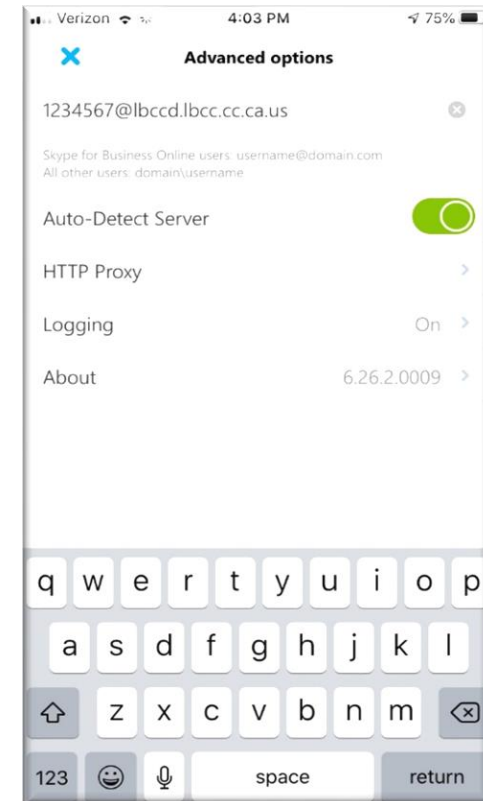


Log in to Skype for Business

STEP 6: In Advanced Settings you will see the name field. Type your ID like this:

1234567@lbccd.lbcc.cc.ca.us

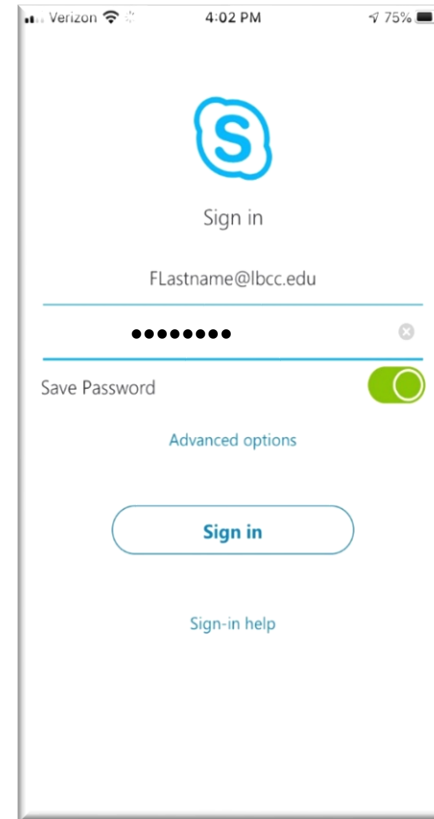
- There are no proxy settings
- Leave the “Auto-Detect Server” switched to ON
- Once finished, go back to the previous screen (click the “x” if you have it).



Log in to Skype for Business

STEP 7: On this page you should see your first initial / last name, and your password noted as ●●●●●●●●.

STEP 8: You should now be able to sign in.



Questions?

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