
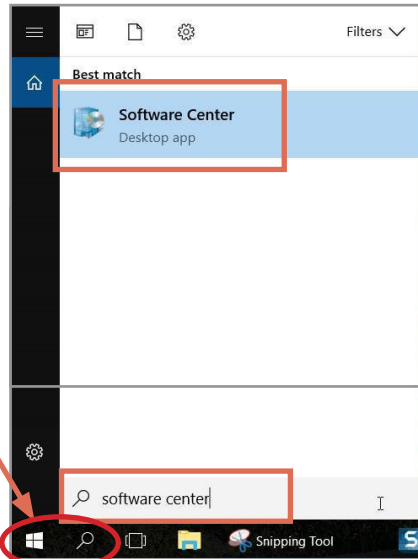


Install the Skype for Business  software using the directions below and then follow the steps on the Quick Reference Guide for login and training information.

1. Install the software (install may take up to 30 minutes)

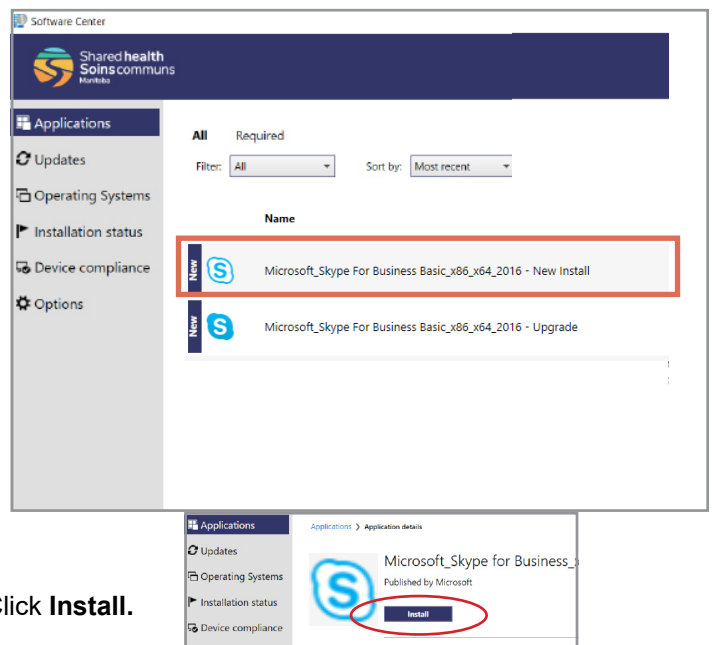
2 Click on **Software Center** to select it.

1 Click the **Start** or **Search** icon in the bottom left corner of your computer and type **Software Center** in the search box. (see Fig 1 below for alternate instructions for certain Windows 10 computers.)



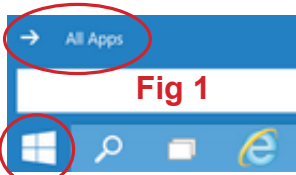
3 Click on **Microsoft_Skype for Business Basic - New install** to select it.

Note: Your Software Center may appear differently than shown above in which case you may need to click on Find additional applications from the Application Catalog.



4 Click **Install**.


Important Note

A screenshot of the Windows taskbar. The 'All Apps' button is circled in red, and the Windows Start button is also circled in red. The text 'Fig 1' is written in red next to the 'All Apps' button.

If you are running Windows 10, you may need to click on the **Windows** icon, select **All apps** and go to the **Microsoft System Centre** to locate the Software Center.

2. Login Instructions and Quick Reference Guide

Skype for Business Quick Reference Guide [click here](#).



BE PRIVACY-WISE Never include identifiable personal health information in messages being exchanged within this tool.