ACCESSING & USING SKYPE FOR BUSINESS 2016 ON A UNIVERSITY LAPTOP OR DESKTOP

- On a University Windows 10 laptop or Desktop that you are logged into with your Northwest Network Account (Username and Password), go to Search
- Type Skype for Business 2016
  - OR click on the Windows icon, scroll down to Microsoft Office to select Skype for Business 2016

- Click on Skype for Business 2016
- The Skype for Business login window should open
Type in your Northwest Network Account email address
  - Example: bobbybearcat@nwmissouri.edu

Click the Sign In button

Skype should open for you.
  - If Skype doesn’t open for you, then you will need to install Skype via your online Northwest Email account (Office 365). See Supplemental Install instructions.

If Skype opened for you, then proceed to Using Skype – The Basics.
Supplemental Install Instructions – Only need if the above method to install did not work for you.

- Login to your online Northwest Email (Office 365), which can be accessed at https://www.nwmissouri.edu/login
- Once logged in, click on your My Account avatar (top, right hand corner of screen). A drop-down menu will appear.
- Click on My Account.
- Click on Office apps & devices. The apps and devices window will open.

- Select Skype for Business 2015 and not Office 365 in the dropdown menu
- Make sure **64-bit** is selected if you are using *Windows 10*
  - If using an older version of Windows like Windows 7, select 32-bit.
- Click the Install Skype button. A security warning may appear.

- **Click Run**
- **Click Yes** to “Do You want to allow the following program to make changes to this computer?”
- It will ask you to please wait while Office installs. This may take some time, but should be fairly quick
- When prompted, click **Close** and then search for **Skype for Business 2016**
- You can also view **All Programs** to find it
- **Click Skype for Business 2016**
- May also appear as just Skype for Business
- Accept the License Agreement
- Type your Northwest email address into the Skype for Business login window

**Skype for Business**

**Sign in**

**Sign in address:**

*Use the sign-in address for your organization - not a Skype Name or Microsoft account*

**Learn More**

**Delete my sign-in info**

**Sign in as:**

- **Available**

**Sign In**

- **Click the Sign In button**
- **Skype should now open**
You will find the person you want to call in your **Contacts** list. To find a contact, do the following:

- Type the name of the person you want to contact in the Search feature and then click on the person.

  - Once you’ve selected the contact you want to call by double-clicking on the person, select the audio 📞, or video 🎥 button. If you want to make a group call, simply add another participant.
At the end of a call, select the end call button to hang up.

You can also turn any chat into a call - just select the audio, or video button from your chat.

View this video for more basic Skype help: https://support.office.com/en-us/article/make-and-receive-calls-using-skype-for-business-228e03aa-7361-4997-8dfa-1dd9bdc717f6
To IM (instant message) a contact in Skype, right click on the contact
  - A dropdown menu will appear
• Click on Send an IM

- Type your message in the textbox and click the Send icon
ADD A CONTACT IN SKYPE

To add a contact to your contacts list in Skype, do the following:

- Type contact into the Search box entitled “Find Someone”
- Select the appropriate person you want to add as a contact
- Right-click contact and a dropdown menu will appear.
- Select Add to Contacts List
- Click on Other Contacts and your contact will be added to your Contacts list on the main Skype page.