Steps to installing Skype for Business 2016

1. Log into your Mount Mary email account
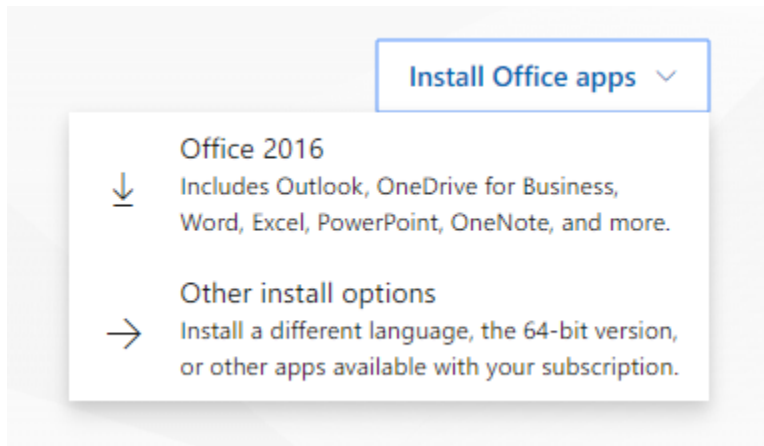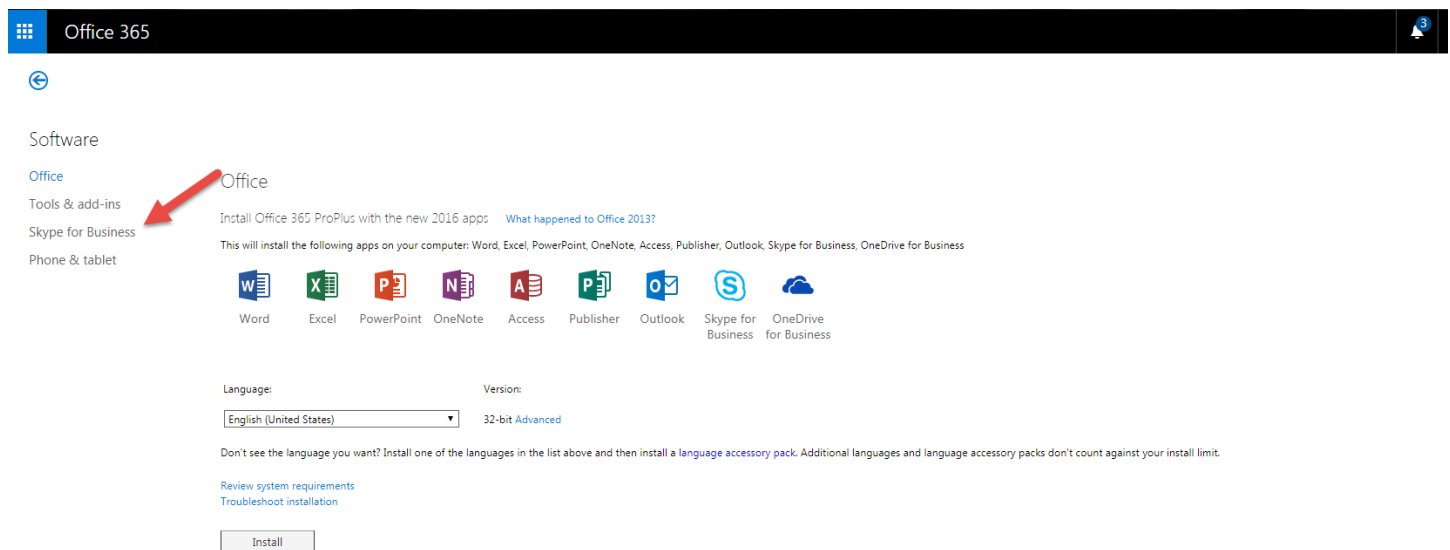

2. Once logged into your email account, click on the "Office 365" logo in the top left corner.
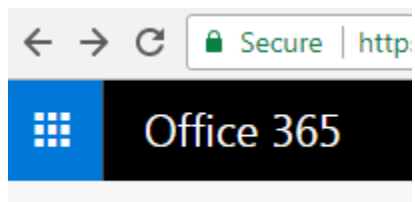
3. This will lead you to the apps page. All available Microsoft apps are listed here. Above the apps list you will see "Install Office apps," click that box and select "Other install options."

4. This will take you to the software page. Click on "Skype for Business" on the left menu pane.

5. Click install (you may see two options of Skype for Business, you should install the 2016 version)
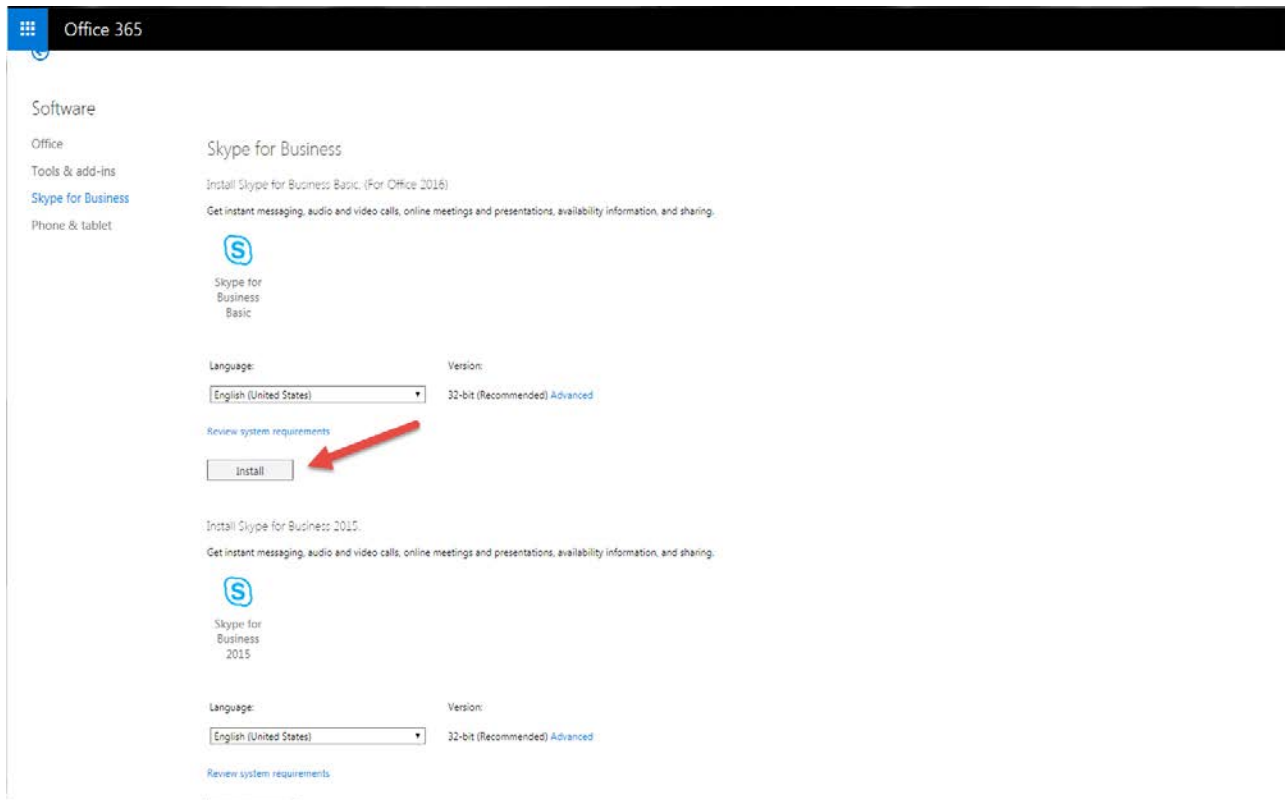
6. The download will automatically start. Once the download is finished, open it and Skype for Business will start installing.

7. Enter in your email address as the username and email password as the password. Once that is complete you'll be all set to use Skype for Business.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.