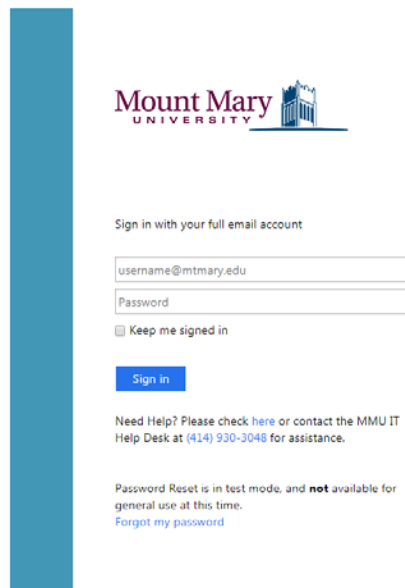


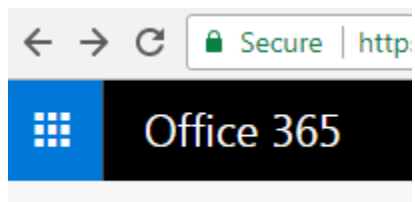
Steps to installing Skype for Business 2016

1. Log into your Mount Mary email account

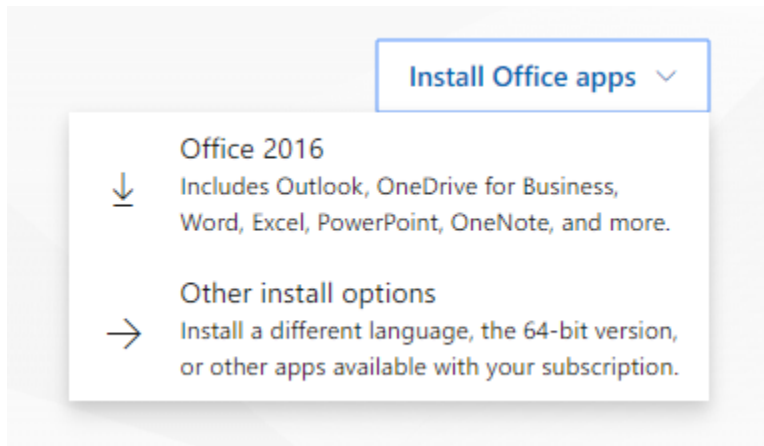


The screenshot shows the Mount Mary University login page. It features the university's logo at the top right. Below the logo, the text "Sign in with your full email account" is displayed. There are two input fields: one for the email address (containing "username@mtmary.edu") and one for the password. A checkbox labeled "Keep me signed in" is located below the password field. A blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there is a link for "Forgot my password" and a note stating "Password Reset is in test mode, and not available for general use at this time." Additionally, there is a link to the MMU IT Help Desk at (414) 930-3048 for assistance.

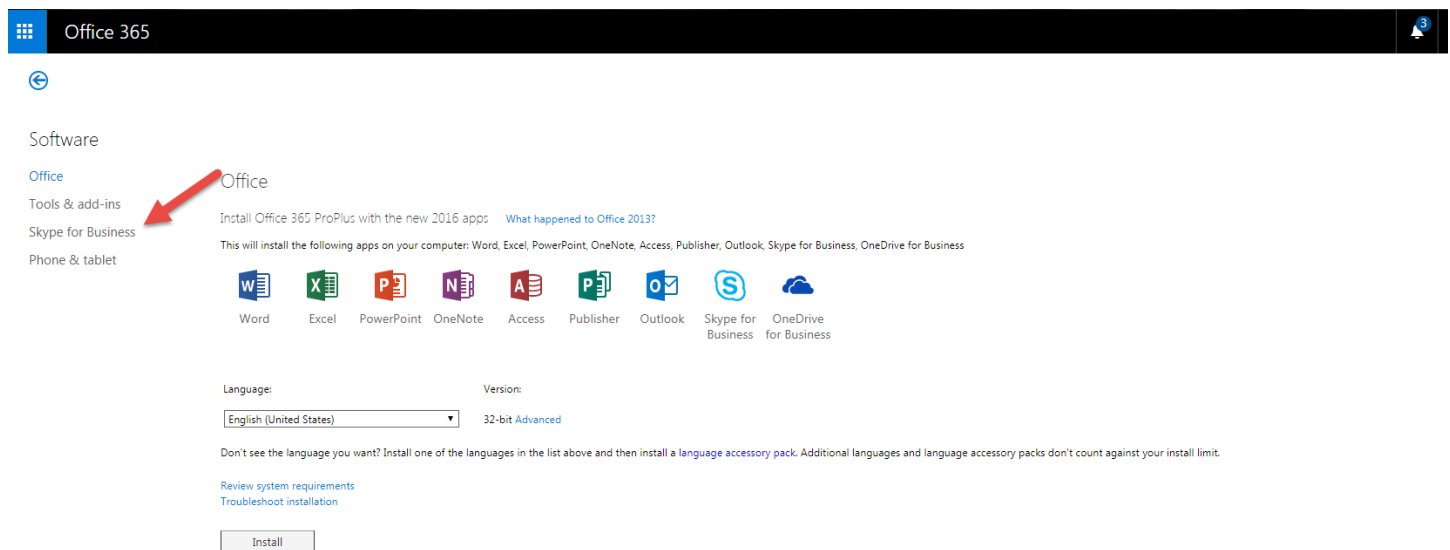
2. Once logged into your email account, click on the "Office 365" logo in the top left corner.



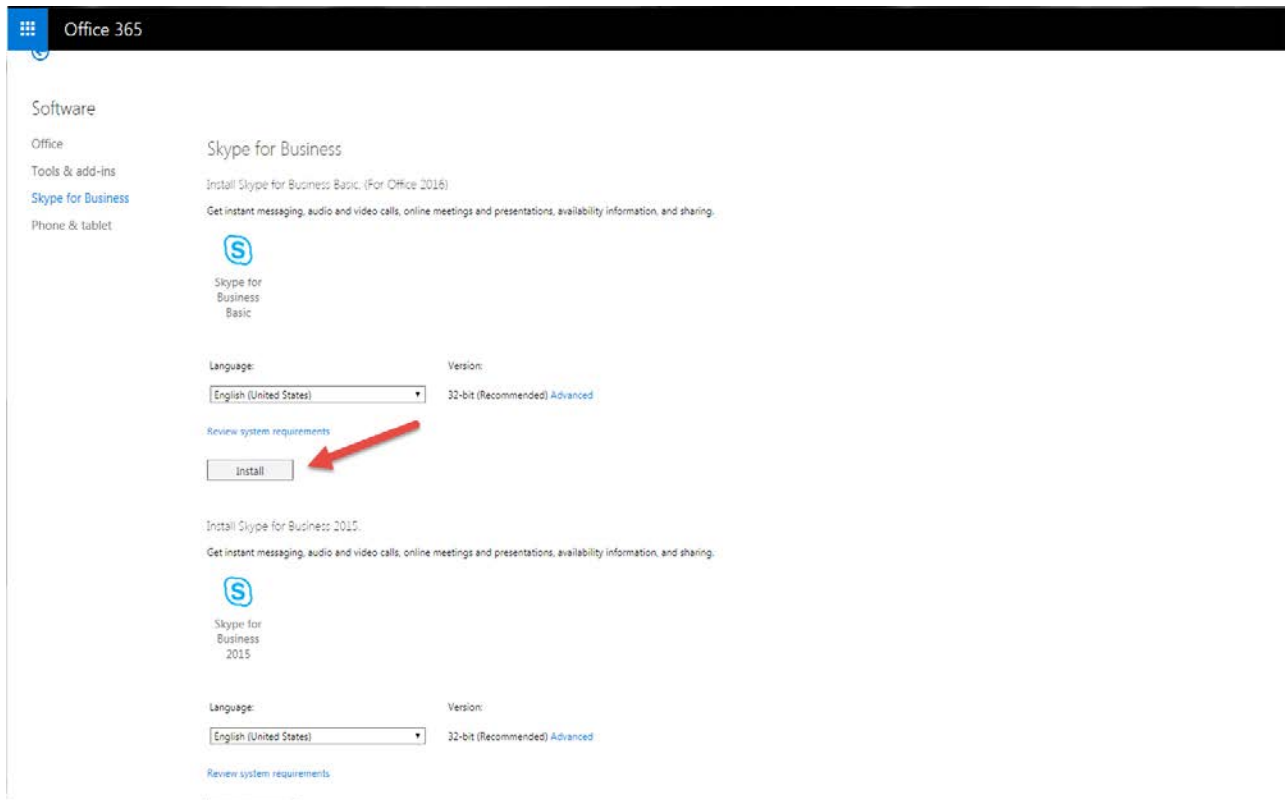
- This will lead you to the apps page. All available Microsoft apps are listed here. Above the apps list you will see "Install Office apps," click that box and select "Other install options."



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



- 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.