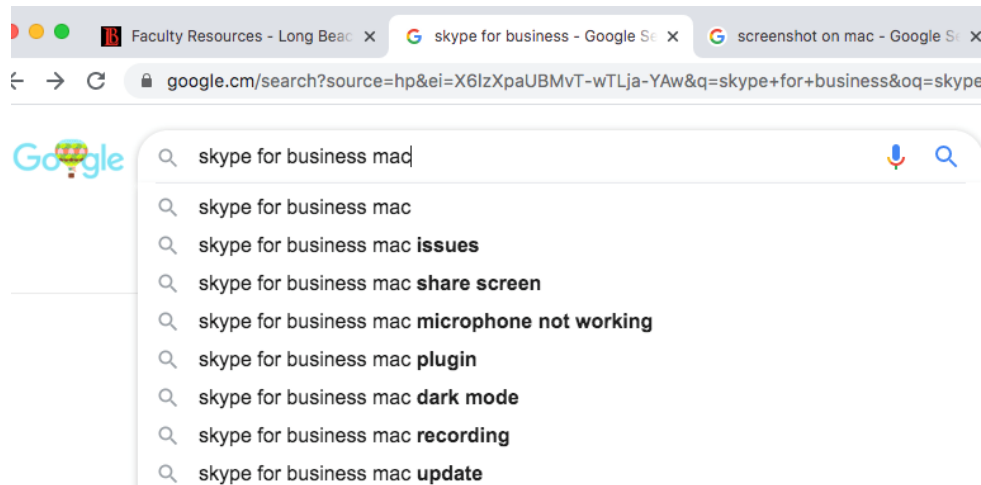


Setting up Skype for Business For Mac Instructions

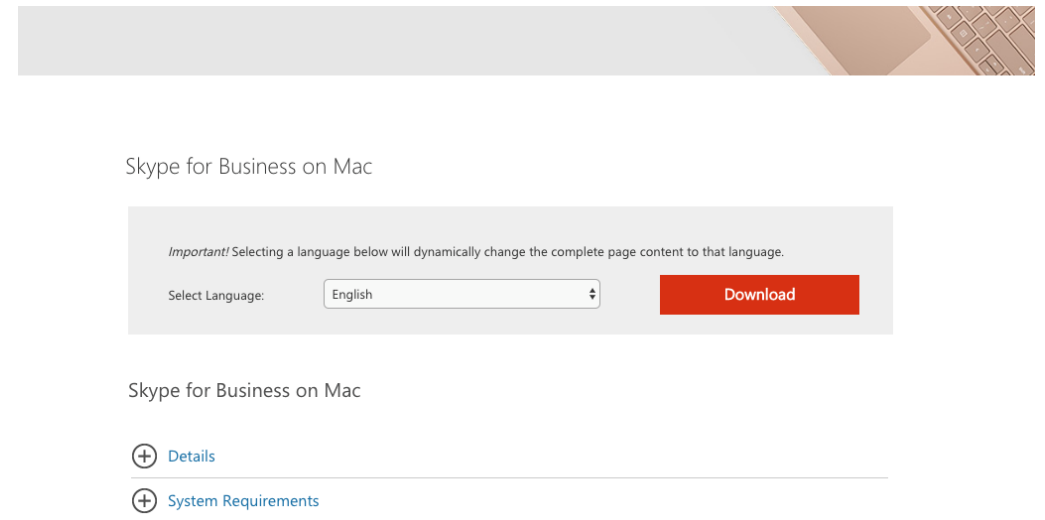
FOR LONG BEACH CITY COLLEGE **FACULTY & STAFF**

Setting up Skype for Business for Mac

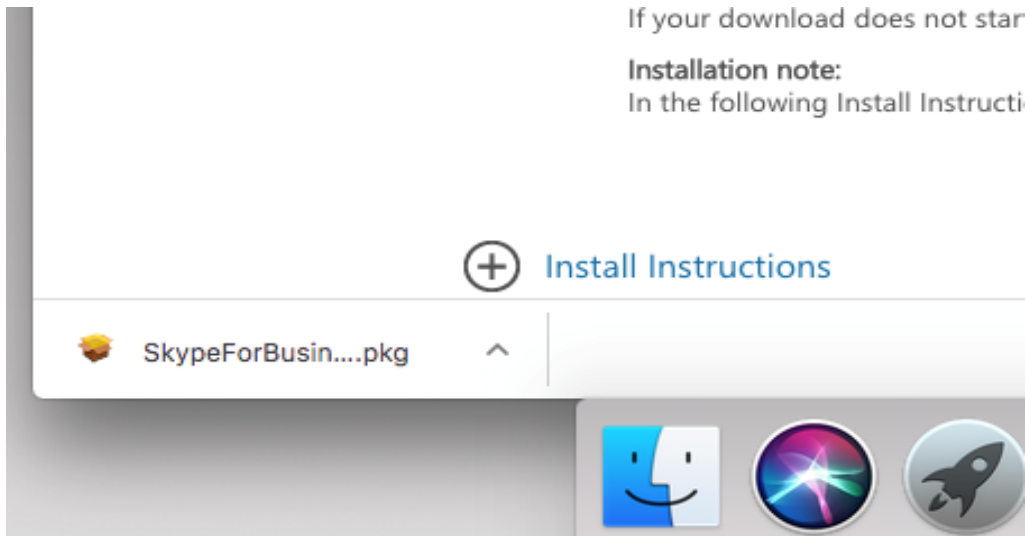
Go to web browser and type in 'skype for business mac'



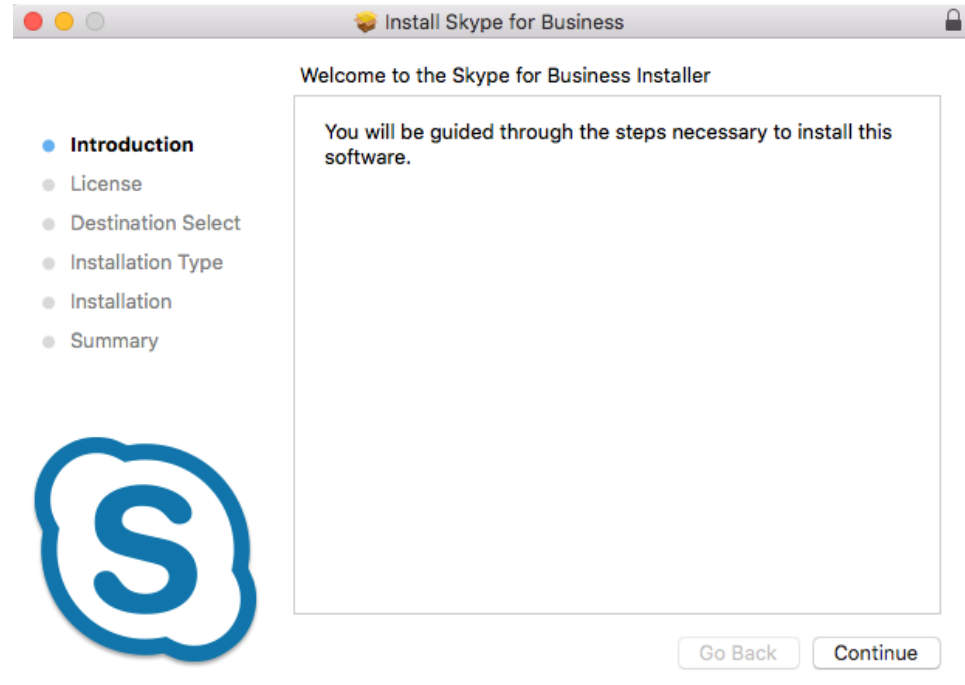
Click on first search result from Microsoft.com and click download



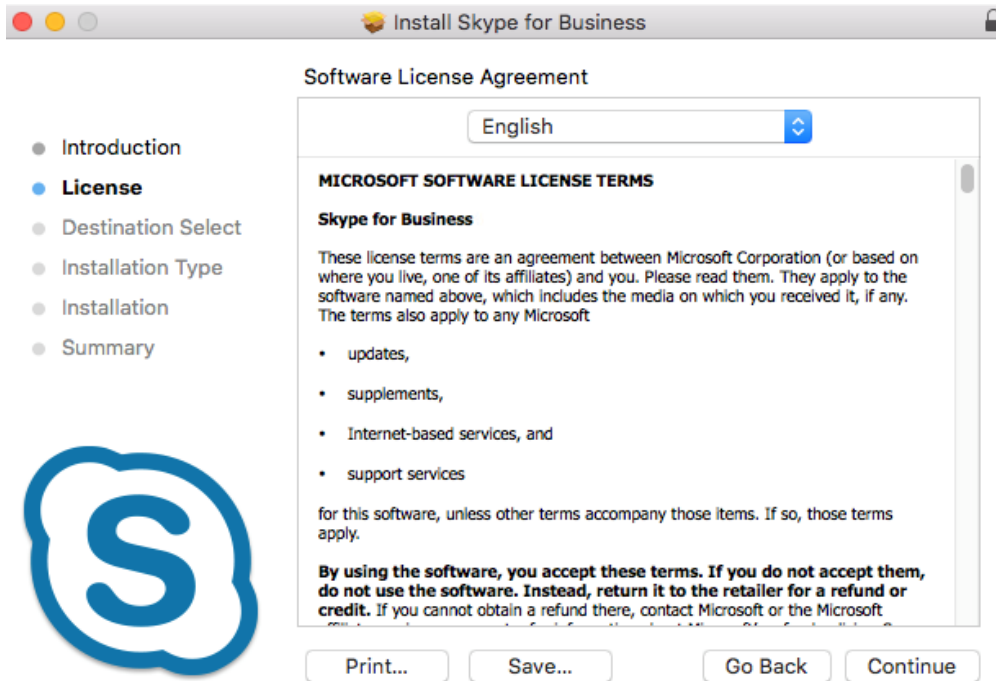
Once downloaded, click on SkypeForBusiness.pkg



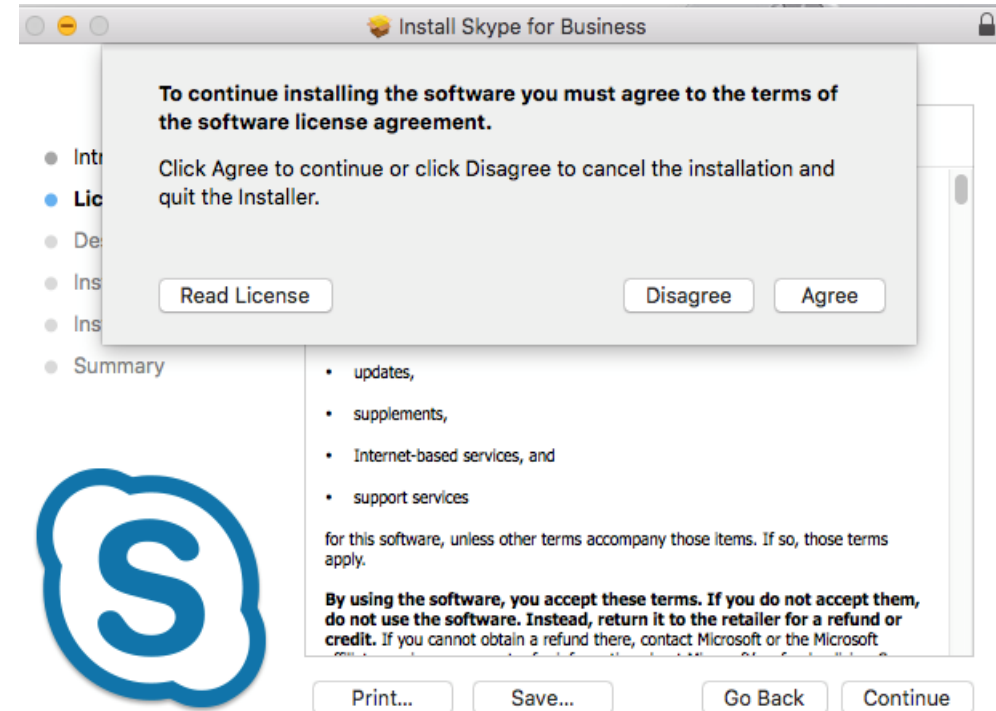
Click on 'Continue'



Click on 'Continue'



Click on 'Agree'



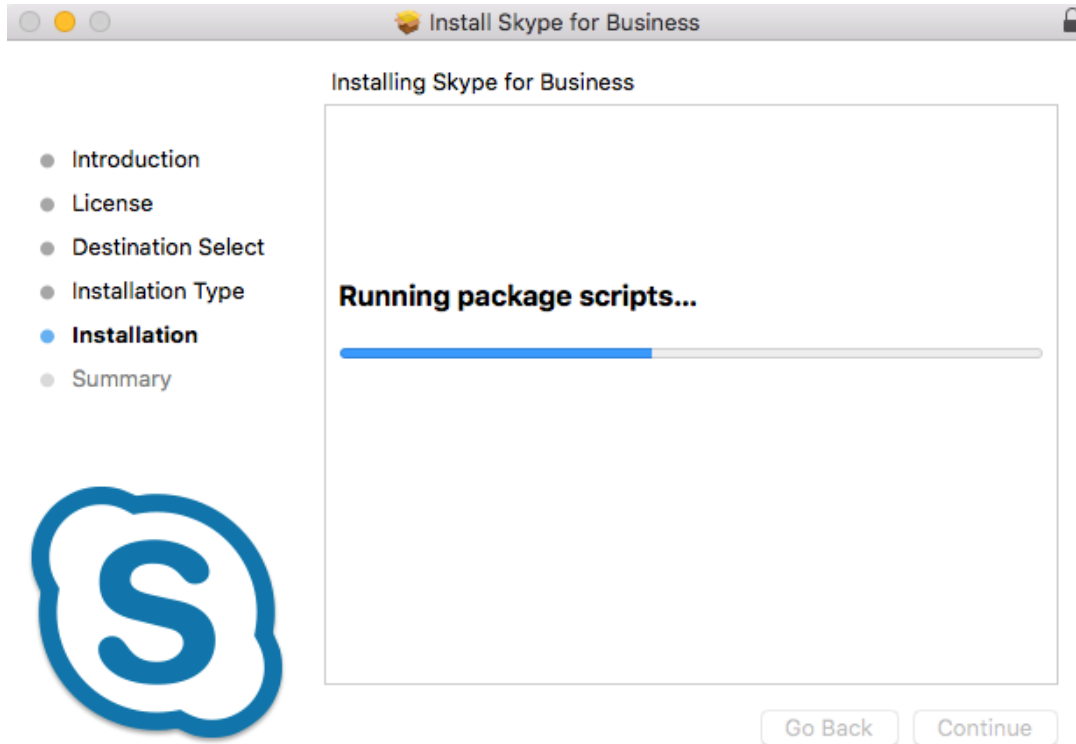
Click on 'Install for me only'

The screenshot shows the 'Destination Select' step of the Skype for Business installation wizard. The window title is 'Install Skype for Business'. On the left, a navigation pane lists: Introduction, License, **Destination Select**, Installation Type, Installation, and Summary. The main content area asks 'How do you want to install this software?' and offers three options: 'Install for all users of this computer', 'Install for me only' (which is highlighted with a blue bar), and 'Install on a specific disk...'. Below the options, it states: 'Installing this software requires 100.9 MB of space. You have chosen to install this software in your home folder. Only the current user will be able to use this software.' At the bottom, there are 'Go Back' and 'Continue' buttons. A large blue Skype 'S' logo is positioned to the left of the main content area.

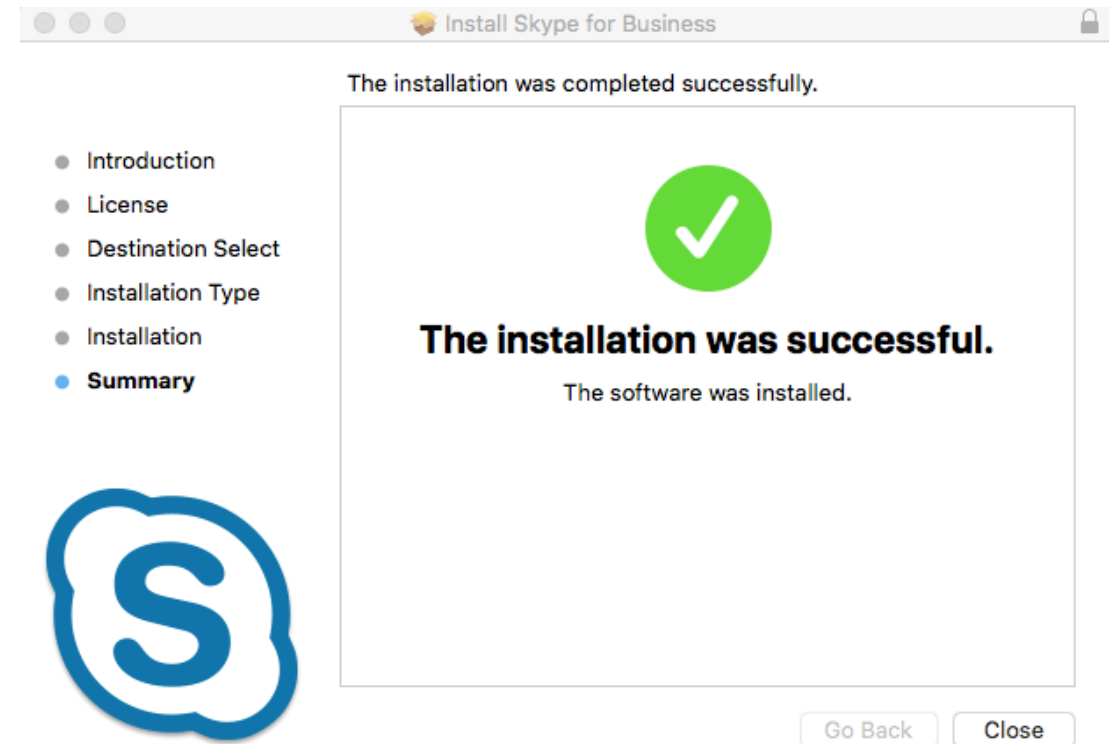
Click on 'Install'

The screenshot shows the 'Standard Install on "L152"' step of the Skype for Business installation wizard. The window title is 'Install Skype for Business'. On the left, a navigation pane lists: Introduction, License, Destination Select, **Installation Type**, Installation, and Summary. The main content area displays: 'Standard Install on "L152"', 'This will take 100.9 MB of space on your computer.', and 'Click Install to perform a standard installation of this software in your home folder. Only the current user of this computer will be able to use this software.' At the bottom right, there is a 'Change Install Location...' button. At the bottom center, there are 'Go Back' and 'Install' buttons. A large blue Skype 'S' logo is positioned to the left of the main content area.

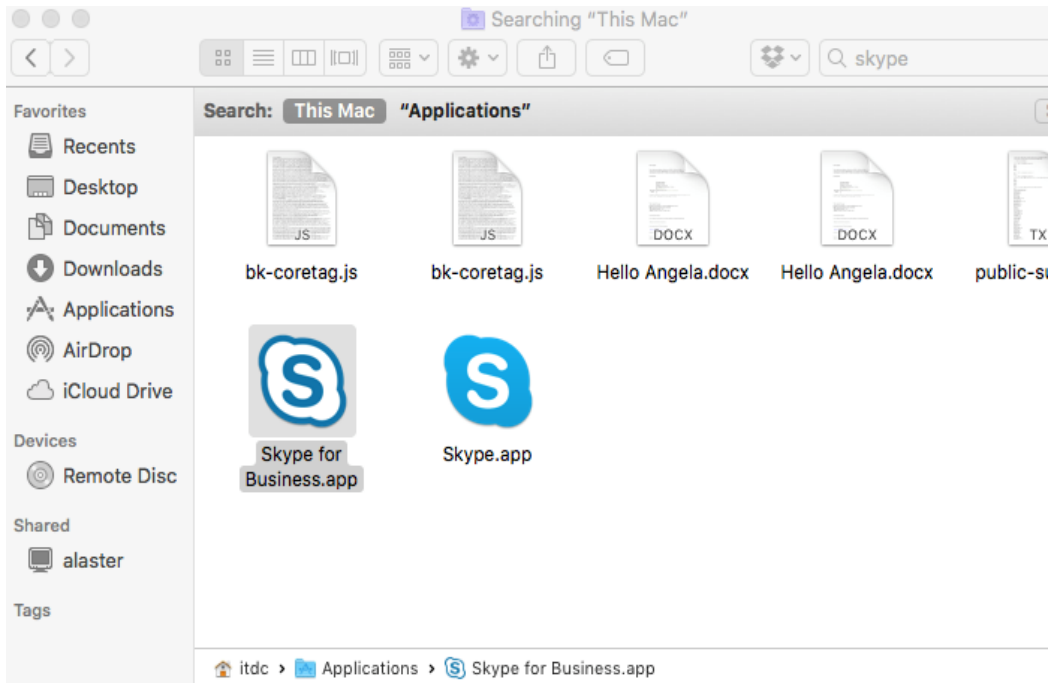
Installer will run.



Click on 'Close'



Click on 'Skype for Business' icon in Applications



In user name field put in 'lbcc email address (for example, jsmith@lbcc.edu). Click on 'Advanced Options' tab



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

Advanced Options

[Need help signing in?](#)

[Join Meeting as Guest](#)

Continue

Under User Name input 'lbccd\your LBCC employee ID number (for example, lbccd\1234567)

User Name

lbccd\1234567

Skype for Business online users: username@domain.com
All other users: domain\username

Auto-Detect Server

Internal Discovery Address

External Discovery Address

HTTP proxy

HTTP proxy Domain

HTTP proxy User Name

HTTP proxy Password

Cancel

Save

Put LBCC password into the password field and click 'Sign In'



jsmith@lbcc.edu

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

.....

Keep me signed in

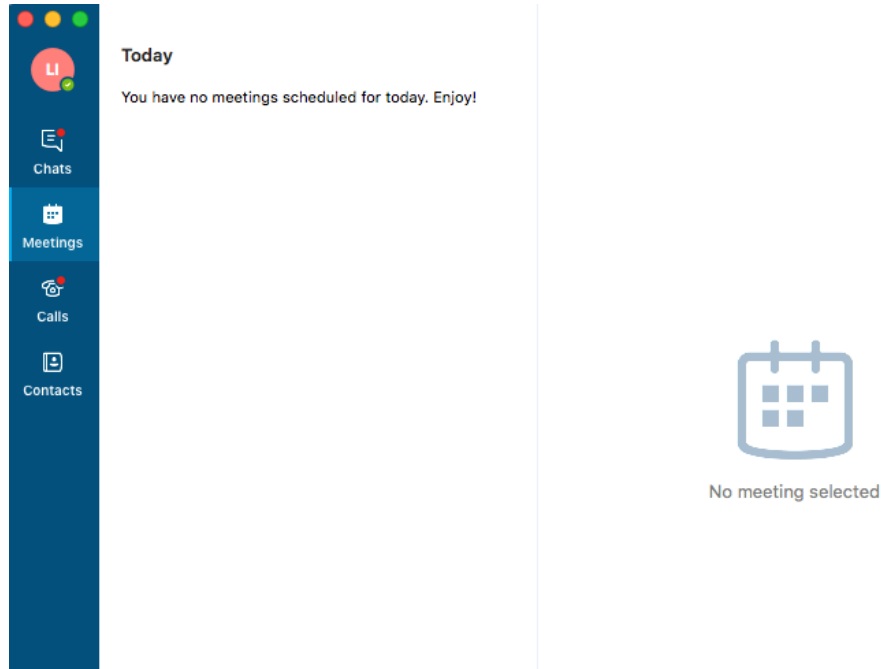
Advanced Options

[Need help signing in?](#)

[Join Meeting as Guest](#)

Sign In

Skype for Business is now setup.



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