

Installing Skype for Business – Mac OSX

Before installing Skype for Business, please check that the application is not currently installed on your Macintosh. Click on **Finder**, then click on **Applications** and check if you have the **Skype for Business** application installed. If you already have Skype for Business installed there is nothing for you to do at this point. If you **do not** see an application for Skype for Business, please follow the instruction below.







Open an Internet browser (for this instruction, Firefox was used) and enter <u>http://myoffice.uwo.ca</u> in the address bar. This will bring you to the below login page where you will input your UWO credentials. The format for the username will be <u>userid@uwo.ca</u> and then your UWO password and then select **Sign In**.



Once you are signed into Office 365 select **Other installs** which is located under Install Office 2016. (Note: Please do not install Office 2016 on your work managed device using this portal as this breaks the agreement with Microsoft. You are free to install Office 2016 on your home managed workstations and devices.)







Under Software you will see Skype for Business, please select this and then select Install.

🔍 🔍 🔍 🚺 Microsoft Office Ho	me × 1 Software × +		
(https://portal.office.com/C	LS/MySoftware.aspx?source=ohp-ib	G	Q Search
Office 365		2	
Software			
Software Office Skype for Business Phone & tablet	Skype for Business on Mac Get instant messaging, audio, video, and online meetings and presentations, availability info Skype for Business Review system requirements	ormatio	n, and sharing.

You will see a window open regarding opening the installer pkg file. Select Save File.

Opening SkypeForBusinessInstaller-16.11.0.149.pkg				
You have chosen to open:				
SkypeForBusinessInstaller-16.11.	0.149.pkg			
which is: Binary File (33.7 MB)				
from: http://download.microsoft.c	om			
Would you like to save this file?		/		
	Cancel	Save File		





Again, I am using Firefox for this example so this may differ depending on the Internet browser you are using. After the file has downloaded in Firefox you will click on the **Downloads** arrow and then select **SkypeForBusinessInstaller-16.11.0.149.pkg** to initiate the installation.

C Q Search	☆ 自 🖡 俞
SkypeForBusinessInstaller-16.11.0.149.pkg Completed — 33.7 MB	Q Jar
Show All Downloads	
	C Q Search SkypeForBusinessInstaller-16.11.0.149.pkg Completed — 33.7 MB Show All Downloads

At the Introduction select Continue.

🖲 🖲 O	😺 Install Skype for Business	
	Welcome to the Skype for Business Installer	
Introduction	You will be guided through the steps necessary to install this software.	
License		
Destination Select		
Installation Type		
Installation		
Summary		
	N	
	Go Back Continue	





Under License, again select Continue.

0101	😺 Install	Skype for Business	11. 11.	
	Software Licens	se Agreement		
Introduction		English	0	
License	MICROSOFT SOF	TWARE LICENSE TERM	S	
Destination Select	Skype for Busine	SS		
Installation Type	These license term	s are an agreement betwe	en Microsoft Corporation (Please read them, They a	(or based on poly to the
Installation	software named above, which includes the media on which you received it, if any. The terms also apply to any Microsoft			
Summary	updates,			
	 supplements, 			
	Internet-based	services, and		
	support service	s		
	for this software, u	nless other terms accompa	any those items. If so, the	ose terms apply.
51	By using the soft not use the soft you cannot obtain your country for int	ware, you accept these ware. Instead, return it a refund there, contact Mic formation about Microsoft's	terms. If you do not a to the retailer for a ref rosoft or the Microsoft af refund policies. See http	ccept them, do und or credit. If fillate serving
	Print	Save	Go Back	Continue

You will see a notification with regards to agreeing to the terms of the software license agreement. Select Agree.

000	🥪 Install Skype for Business		
	To continue installing the software you must agree to th the software license agreement.	ne terms of	
Inti	Click Agree to continue or click Disagree to cancel the installation and		
• Lic	quit the Installer.		
De			
lns	Read License Disagree	Agree	
• Ins			
Summ	imary • updates,		
	 supplements, 		
	 Internet-based services, and 		





Under Destination Select, click Continue.



Under Installation Type, click Install.







You may see a window asking to close your browser to continue the installation. If you do see this window, please select **Close Application and Install**.

Firefox must be closed before the software can be installed. If you don't want to close this application now, choose Install
Later.
Install Later Close Application and Install

Input your device username and password to install the new software and click Install Software.

\bigcirc	Installer is t	rying to install new software.
53	Enter your password to allow this.	
	User Name:	
	Password:	
		Cancel Install Software





The installation should now be complete. At the **Summary**, click **Close**.



You may see a window asking to move the installer to Trash, select Move to Trash.







You should now see the Skype for Business application in your Dock. Click the application to launch it.



At the login, input your UWO email address and select Continue.



Input your UWO password and if preferred select Keep me signed in.

S	Skype for	Business
\bigcirc	51	
userid@uwo.ca 🖌		
Use the sign-in address account	for your organization - not	a Skype Name or Microsoft
••••••		
Keep me signed in Advanced Options		
Need help signing in?		Sign In





You are now logged into Skype for Business and can add new contacts by typing a Western colleagues name.

•••		
	All Contacts New Contacts	
	Q Search for Contacts	
도 Chats	► Favorites	
曲	▶ Other Contacts	
Meetings		
ଙ		
Calls		
Contacts		No contact or contact group
Contacts		selected

After you have located the individual, you can alternate (right) click and select Groups and then Favorites to add them to your Favorites list.



