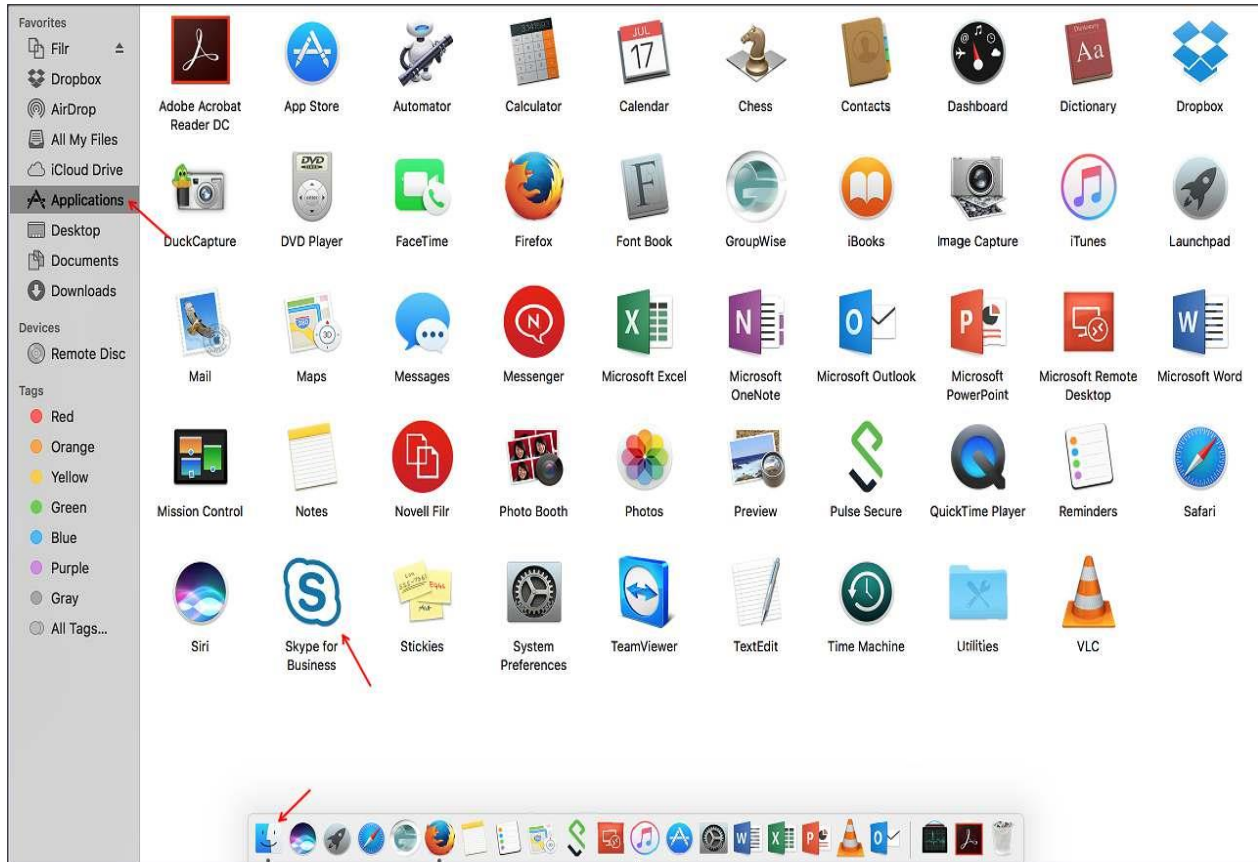
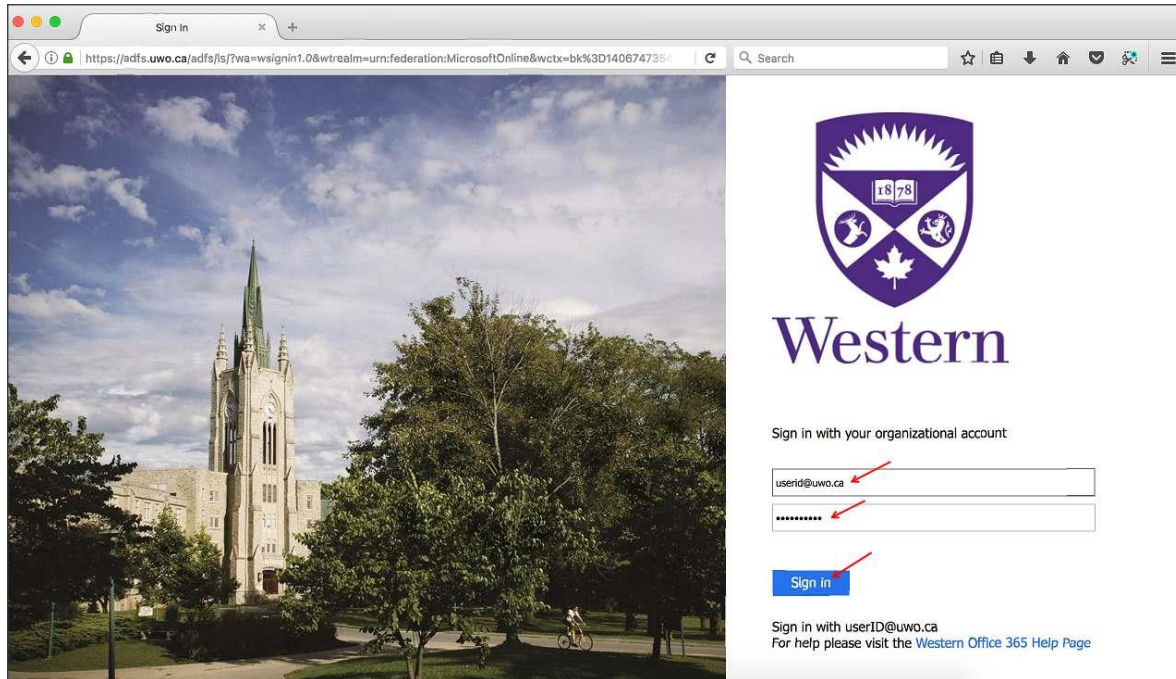


Installing Skype for Business – Mac OSX

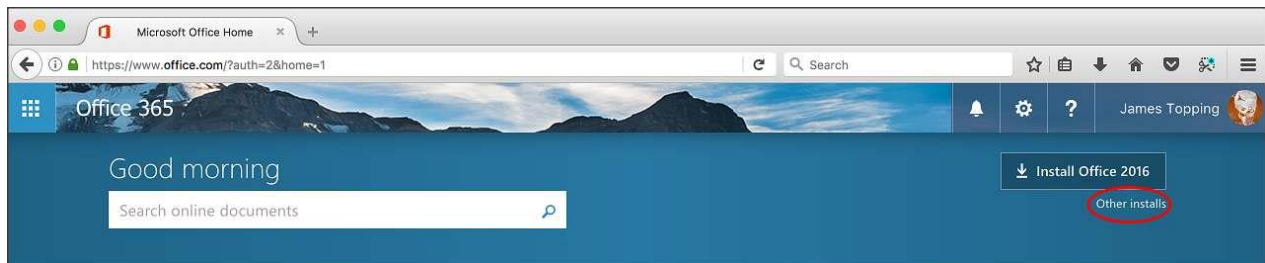
*Before installing Skype for Business, please check that the application is not currently installed on your Macintosh. Click on **Finder**, then click on **Applications** and check if you have the **Skype for Business** application installed. If you already have Skype for Business installed there is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



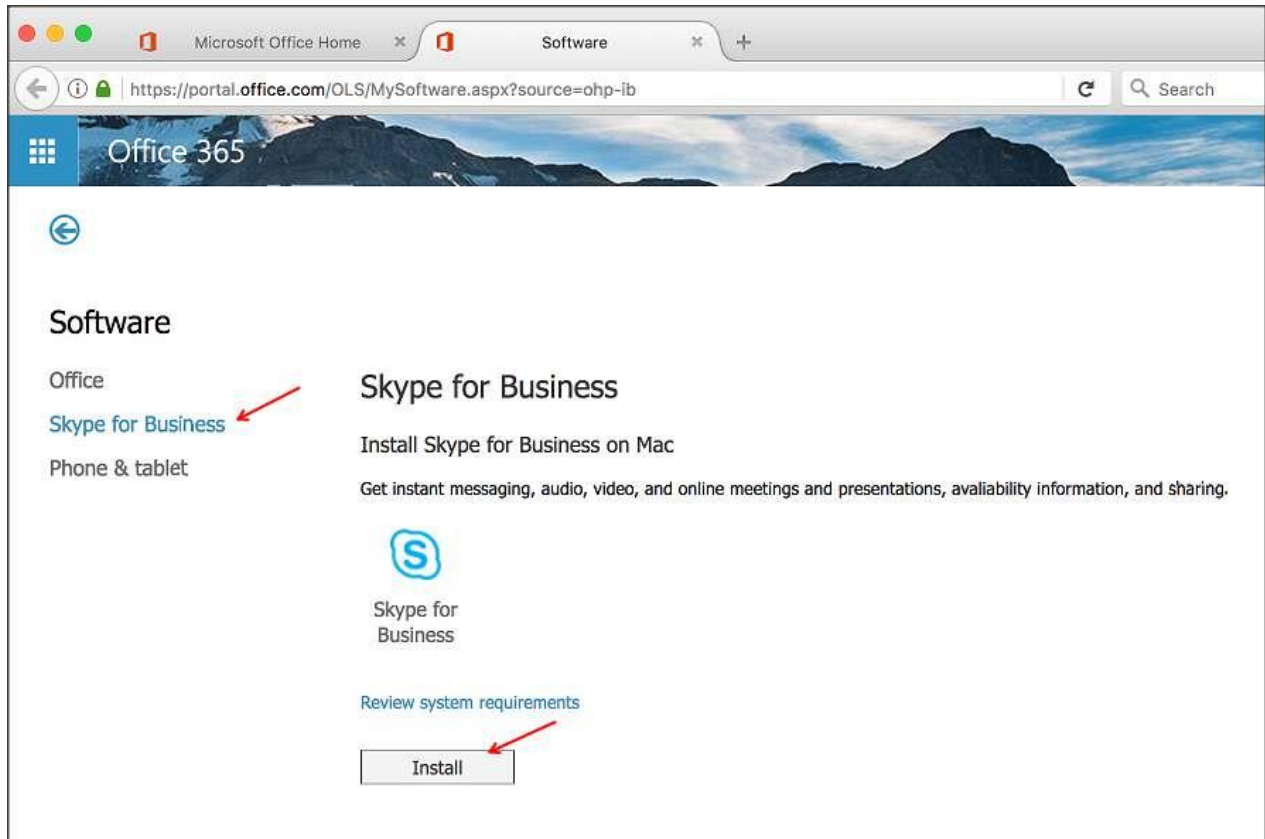
Open an Internet browser (for this instruction, Firefox was used) and enter <http://myoffice.uwo.ca> in the address bar. This will bring you to the below login page where you will input your UWO credentials. The format for the username will be [userid@uwo.ca](mailto:user@uwo.ca) and then your UWO password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



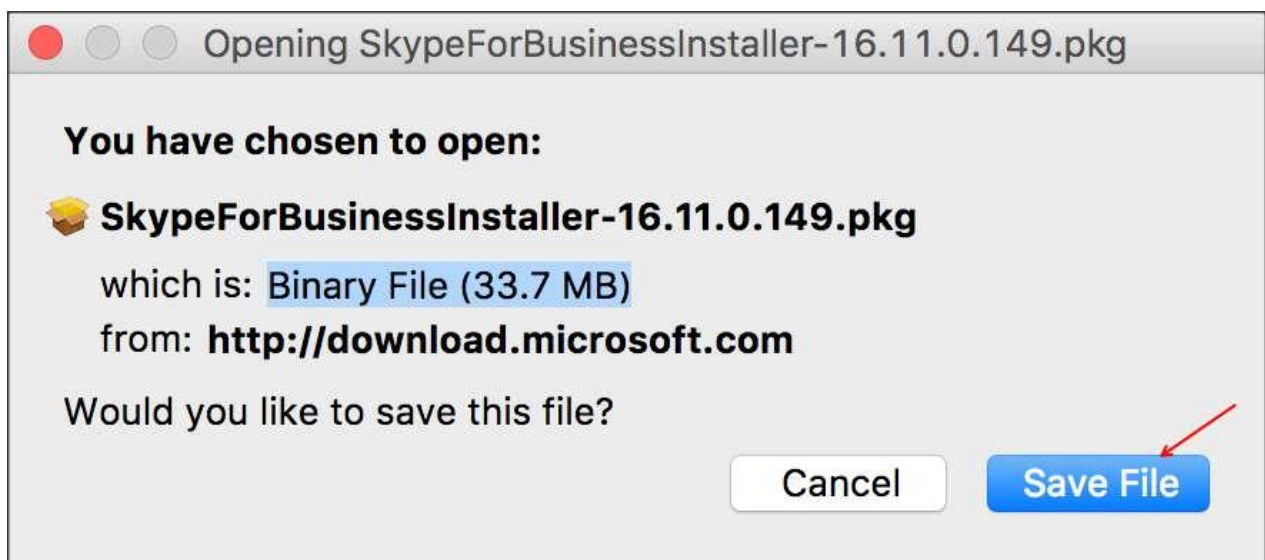
Once you are signed into Office 365 select **Other installs** which is located under Install Office 2016.
(Note: Please do not install Office 2016 on your work managed device using this portal as this breaks the agreement with Microsoft. You are free to install Office 2016 on your home managed workstations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



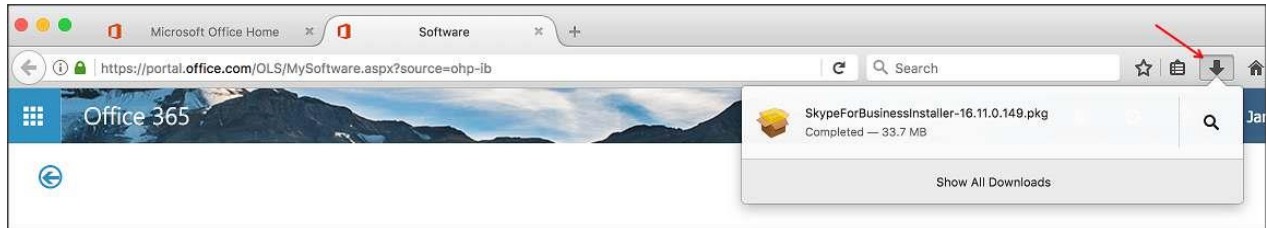
Under Software you will see **Skype for Business**, please select this and then select **Install**.



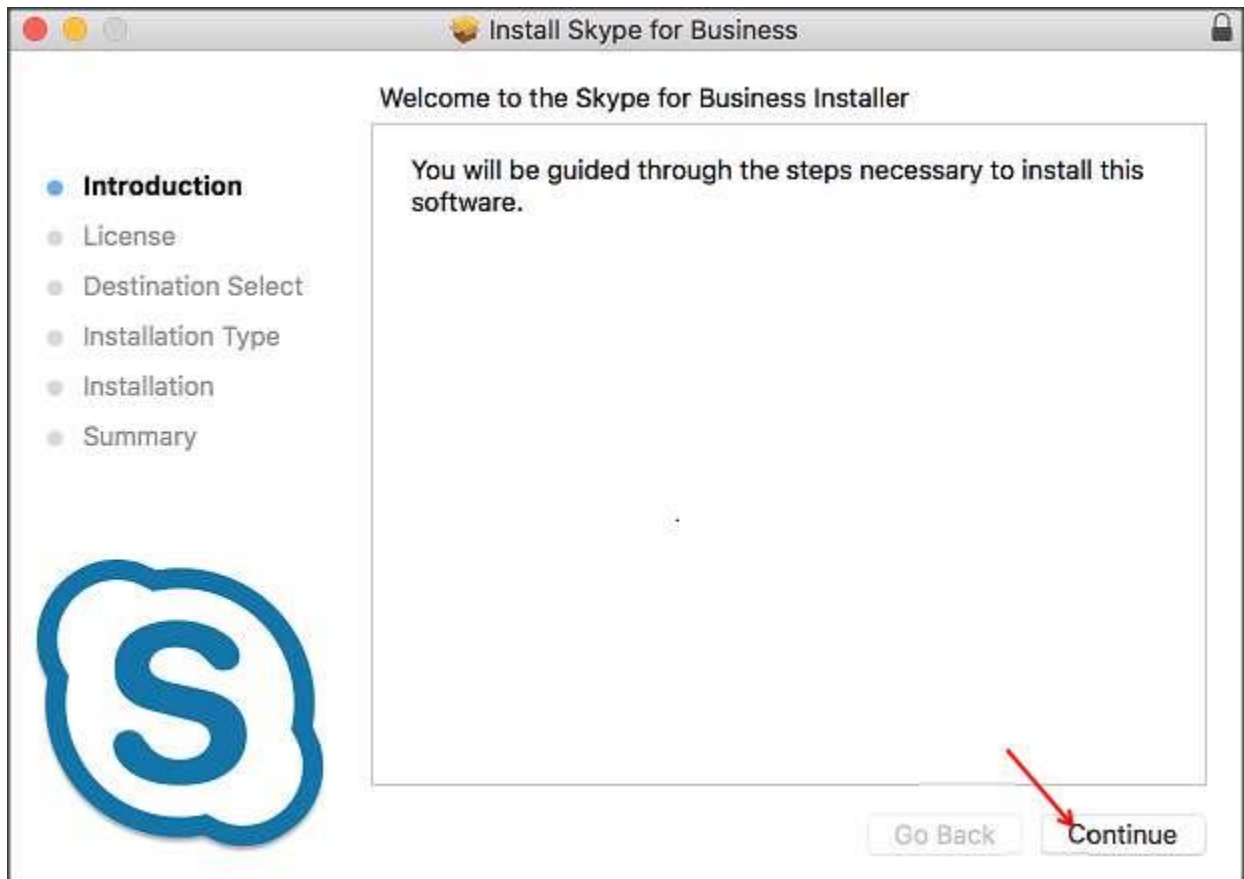
You will see a window open regarding opening the installer pkg file. Select **Save File**.



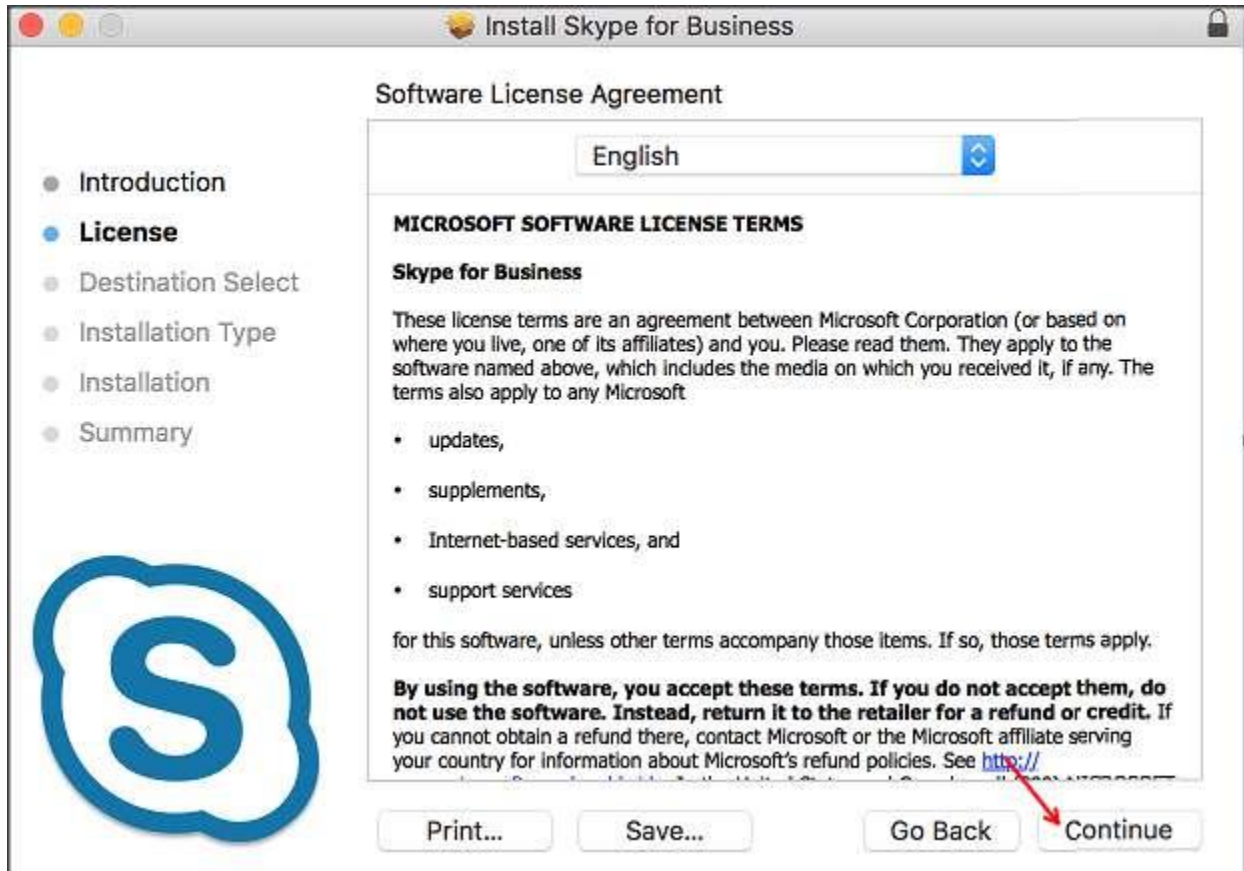
Again, I am using Firefox for this example so this may differ depending on the Internet browser you are using. After the file has downloaded in Firefox you will click on the **Downloads** arrow and then select **SkypeForBusinessInstaller-16.11.0.149.pkg** to initiate the installation.



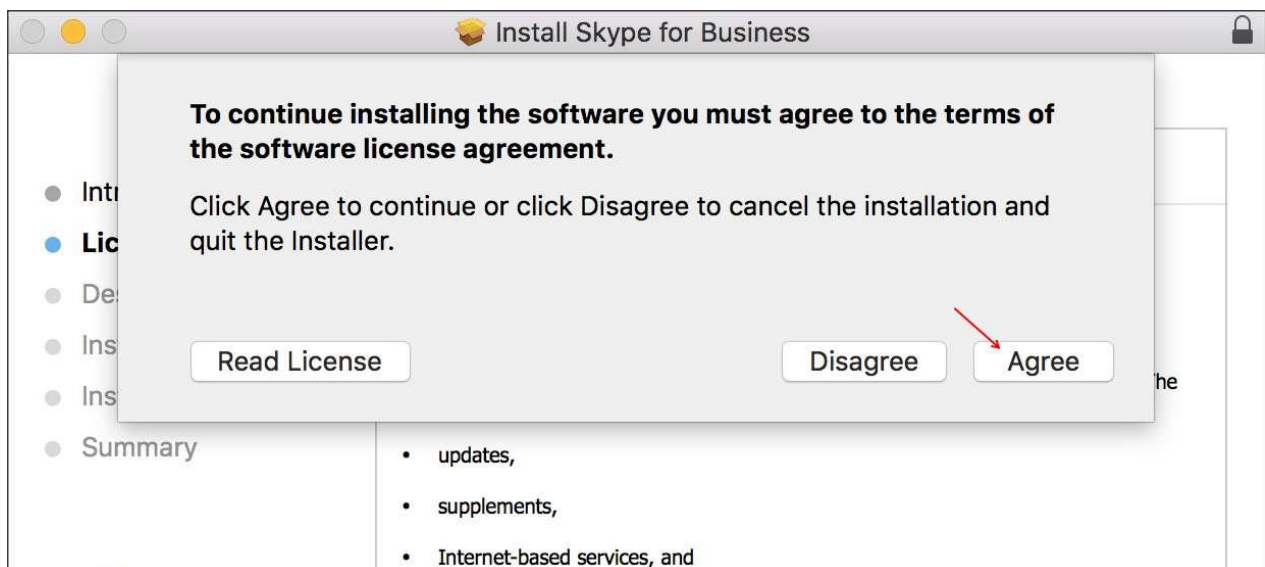
At the **Introduction** select **Continue**.



Under **License**, again select **Continue**.



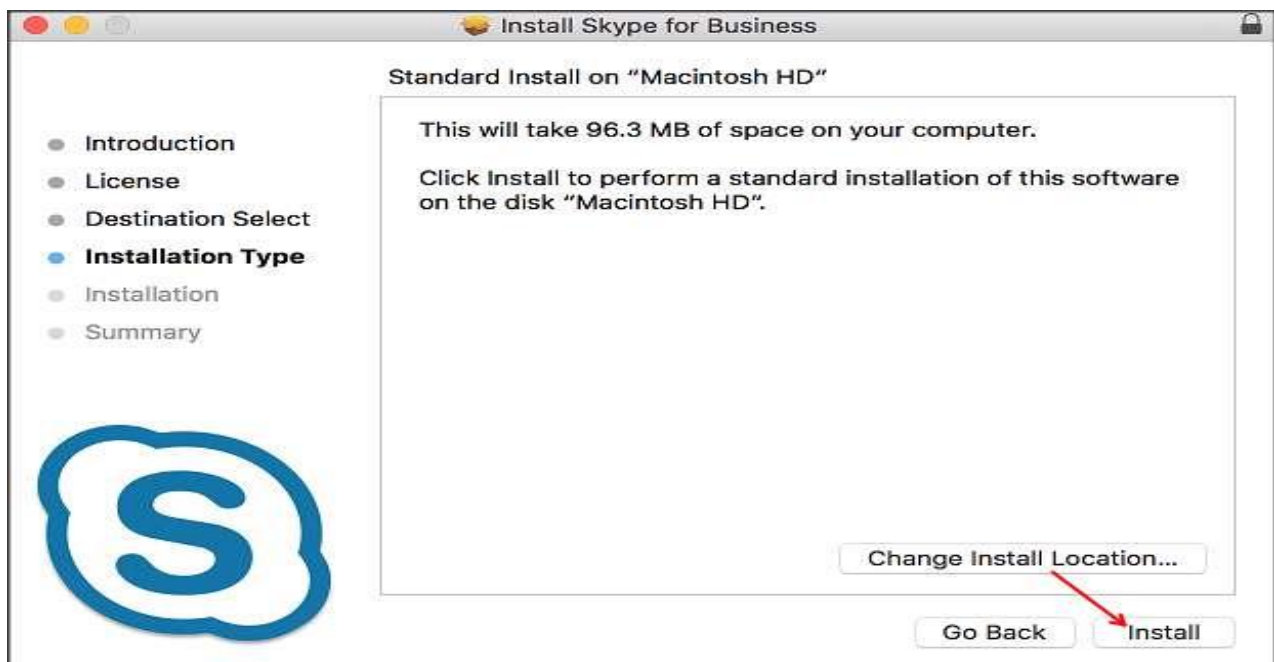
You will see a notification with regards to agreeing to the terms of the software license agreement. Select **Agree**.



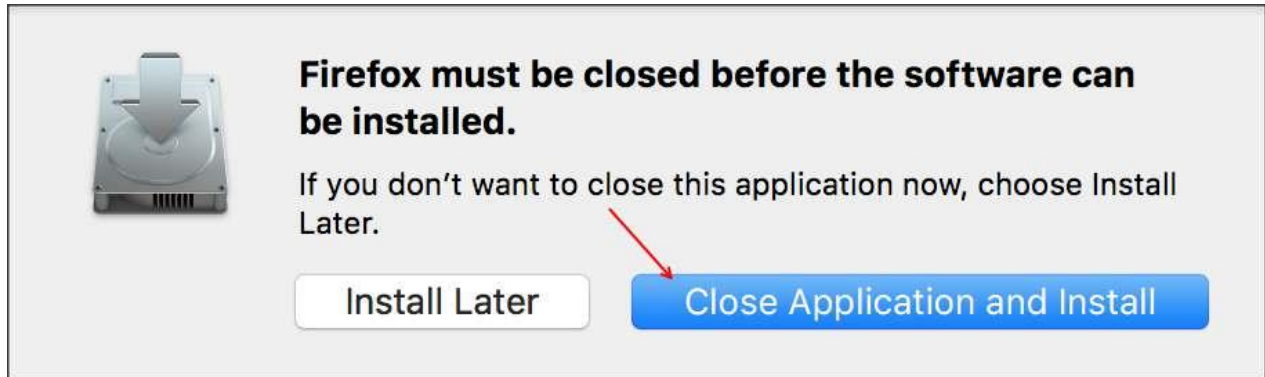
Under **Destination Select**, click **Continue**.



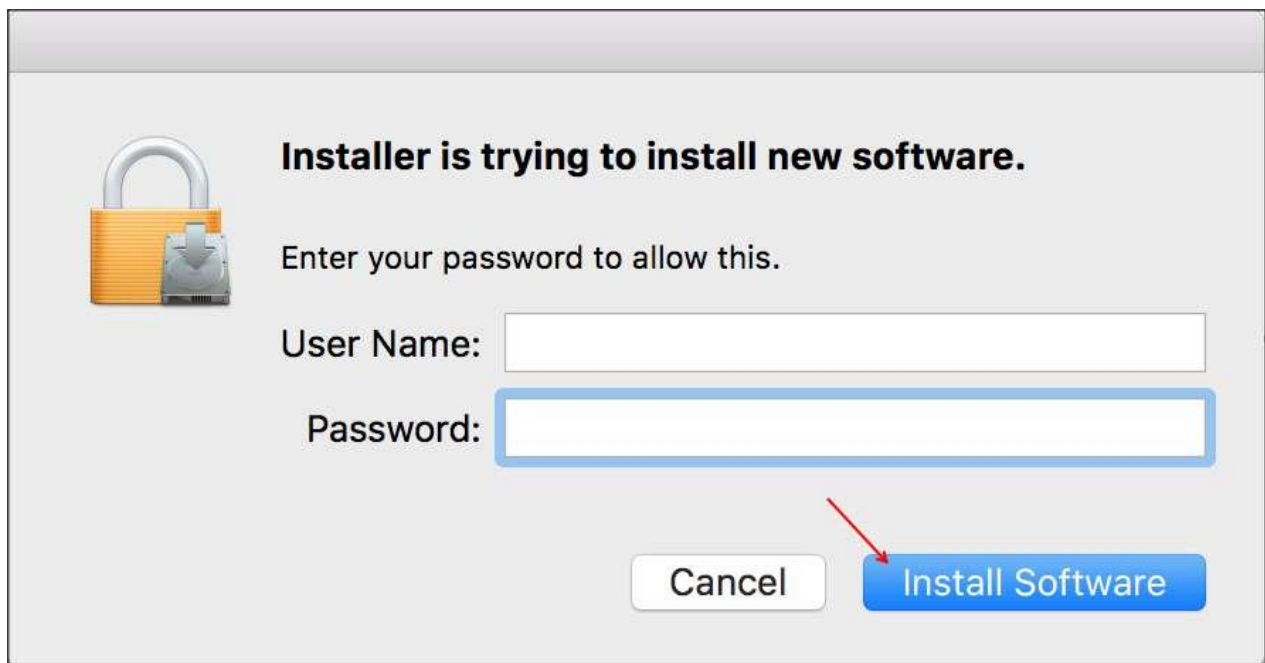
Under **Installation Type**, click **Install**.



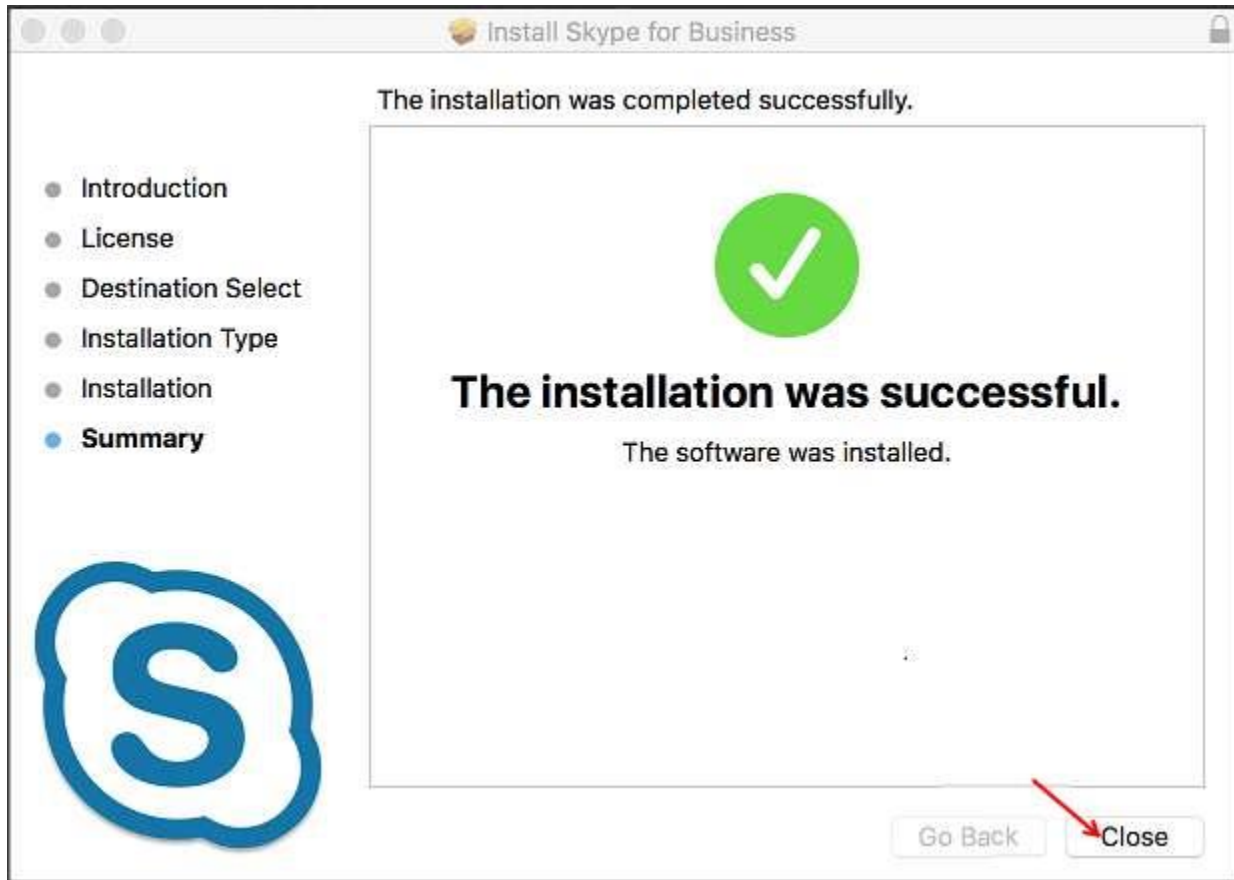
You may see a window asking to close your browser to continue the installation. If you do see this window, please select **Close Application and Install**.



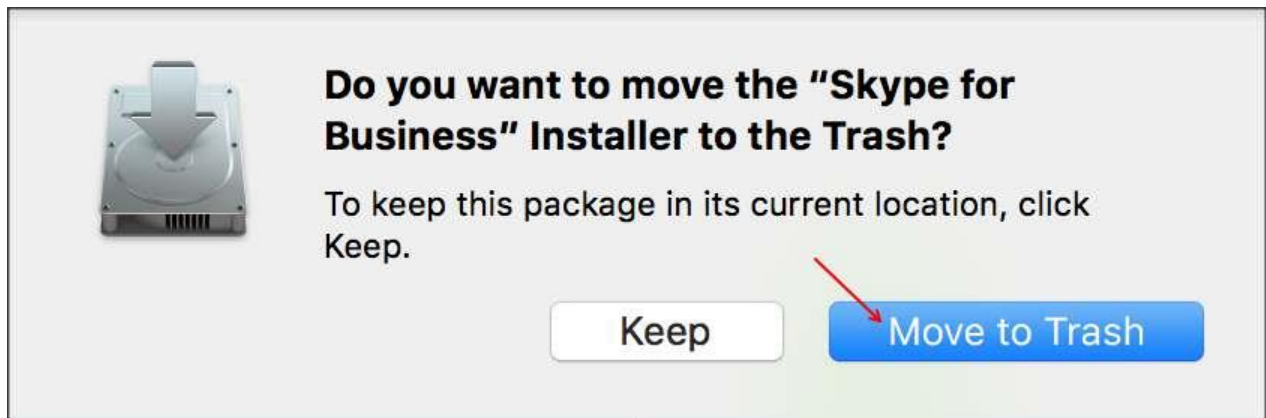
Input your device username and password to install the new software and click **Install Software**.



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**.



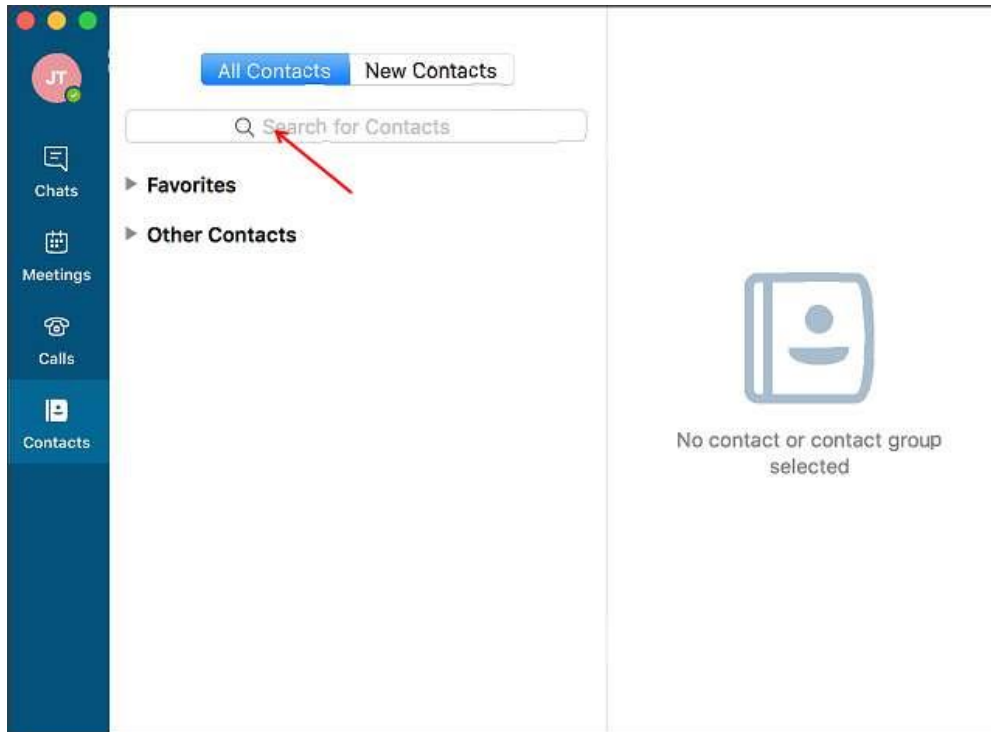
The screenshot shows the Skype for Business login window. At the top is the Skype logo and the text "Skype for Business". Below this is a text input field containing "userid@uwo.ca", with a red arrow pointing to it. Under the field is the text "Use the sign-in address for your organization - not a Skype Name or Microsoft account". Below that is a button labeled "Advanced Options". At the bottom left is a link "Need help signing in?". At the bottom right is a blue button labeled "Continue", with a red arrow pointing to it.

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



This screenshot shows the same Skype for Business login window as the previous one, but with an additional password field. The text input field for the email address still contains "userid@uwo.ca" and has a red arrow pointing to it. Below the email field is a password field represented by a series of dots, with a red arrow pointing to it. Below the password field is a checkbox labeled "Keep me signed in" which is checked, with a red arrow pointing to it. Below the checkbox is a button labeled "Advanced Options". At the bottom left is a link "Need help signing in?". At the bottom right is a blue button labeled "Sign In".

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



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

