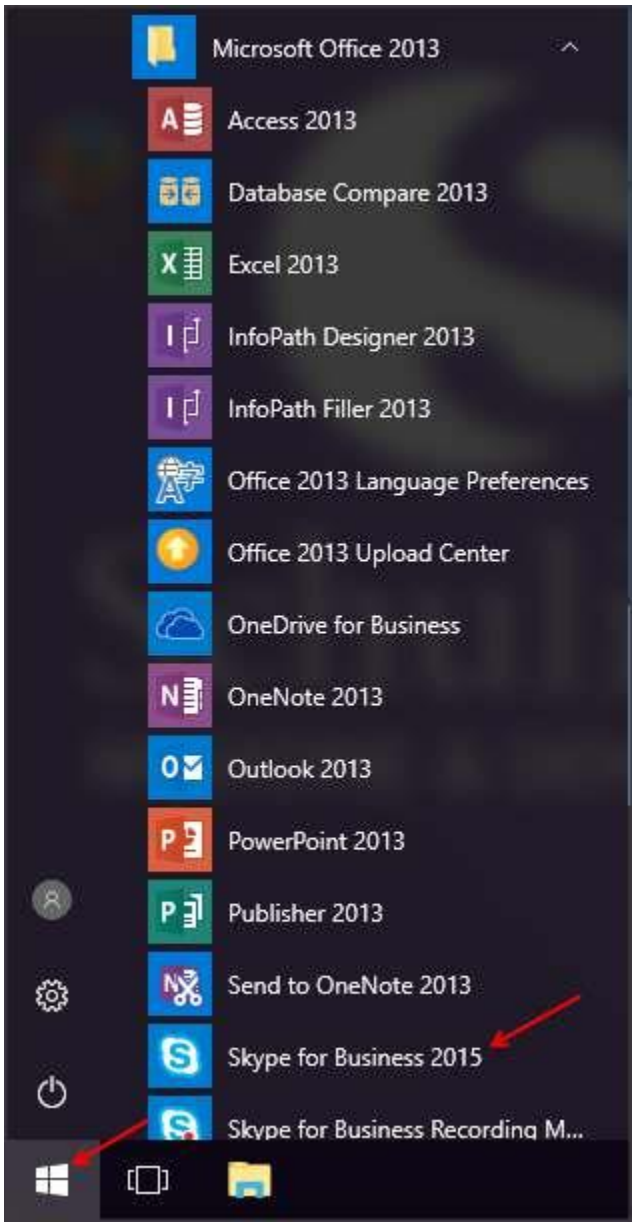
# Installing Skype for Business (Lync) – Windows 10

*Before installing Skype for Business*, please check that the application is not on your computer already. Click on the **Start** button, then click on **All Programs** and find the shortcut folder called **Microsoft Office 2013**. Within this folder you should see **Skype for Business 2015** or it may possibly be named **Lync**. If you do not see the application within this folder, please continue to the next steps to install on your workstation.



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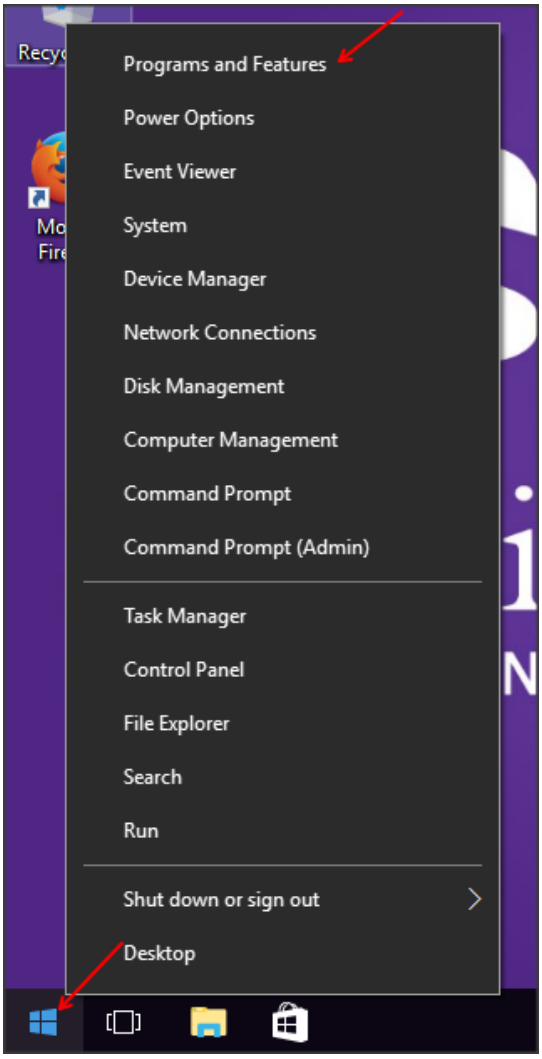
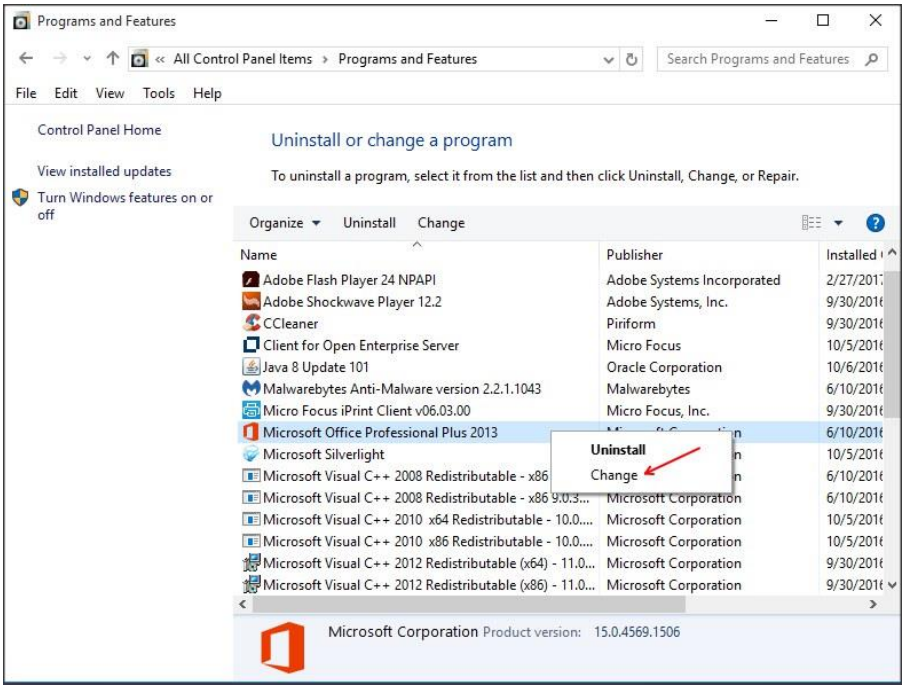
## Installing Skype for Business (Lync) 2015

**Right click** on the **Start** button (bottom left corner), then on **Programs and Features.**

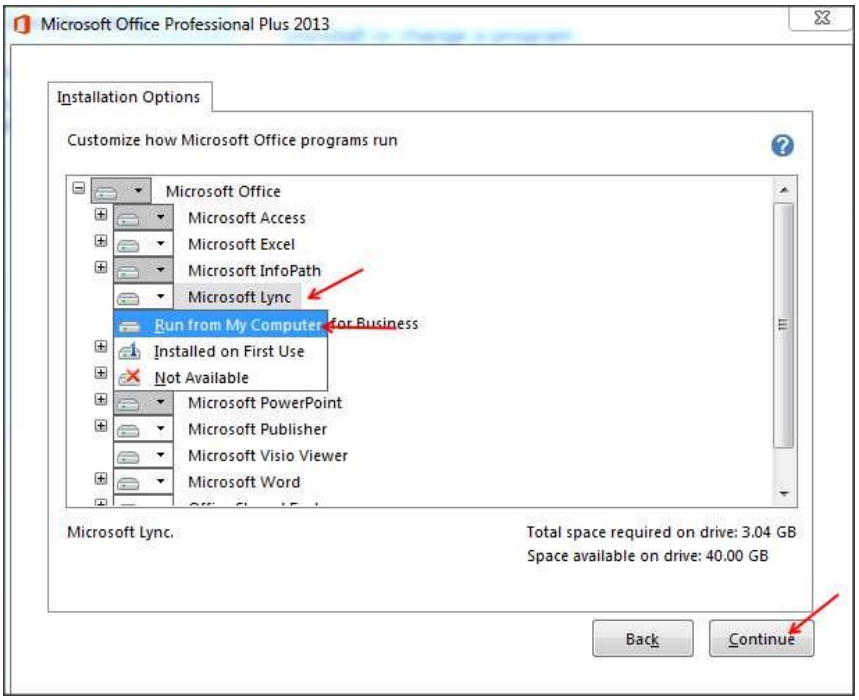


Once Programs and Features is open, find Microsoft Office Professional Plus 2013 application in the list of applications installed (*if your Office install is version 2010 or 2016 please contact the Schulich Helpdesk*). Right click on Microsoft Office Professional Plus 2013, and then click on **Change.**




When you are on the Change your installation of Microsoft Office Professional Plus 2013 window, click on **Add or Remove Features**, the click on **Continue**.

From the list of applications, click on **Microsoft Lync**, and then click on **Run from My Computer**. Then click on **Continue.**




Once the installation is completed *(which may take several minutes to complete)*, click on **Close**. Close any other open windows. You should now see **Skype for Business (Lync) 2015** under **Microsoft Office 2013**.

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