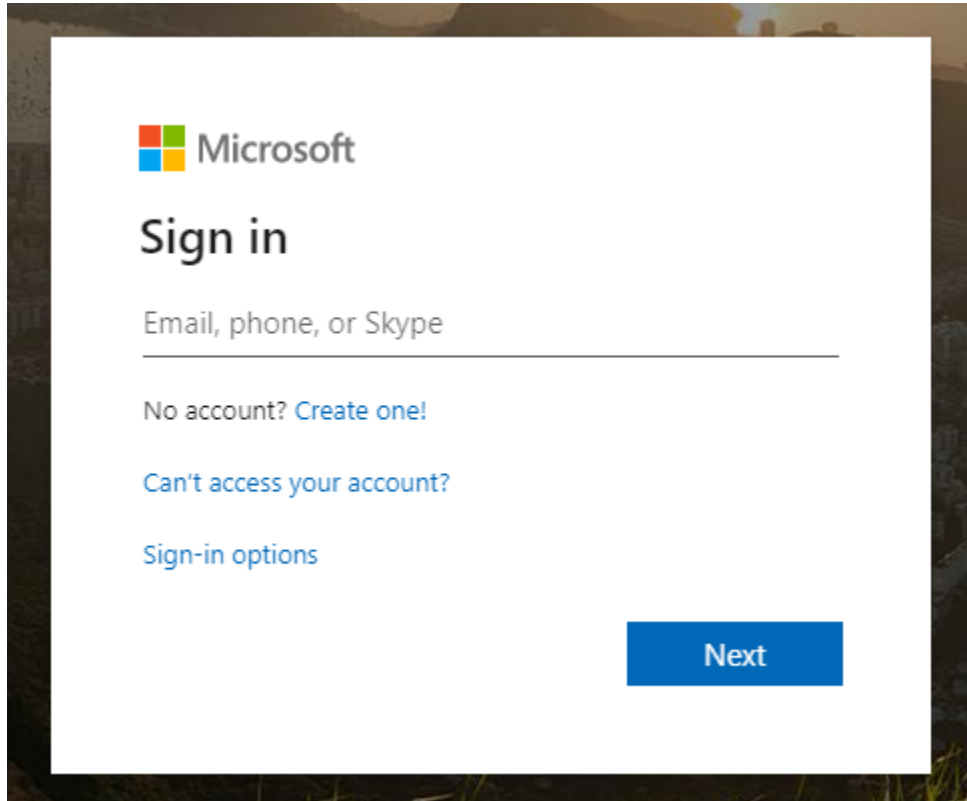
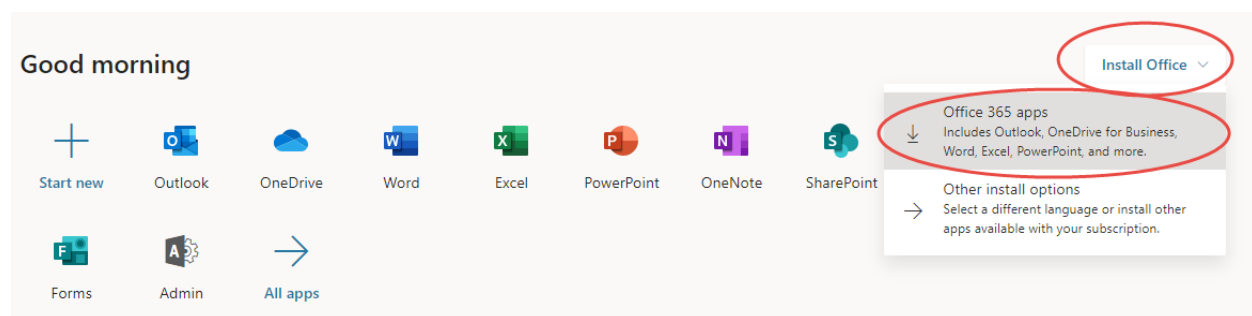


Downloading and Accessing Skype for Business

If you do not have the Microsoft Office Suite installed on your computer, you can download it by clicking [here](#). A login box will display. Enter with your student email address and click next to enter your password.




Once you're logged into the portal, click on "Install Office" located at the top right of the screen and you will see a drop down. Click on the first option.



You will then see this pop up. You should also see an installer file download to your computer. It will be in the left-hand corner of your screen. Click "Close" to close this box.

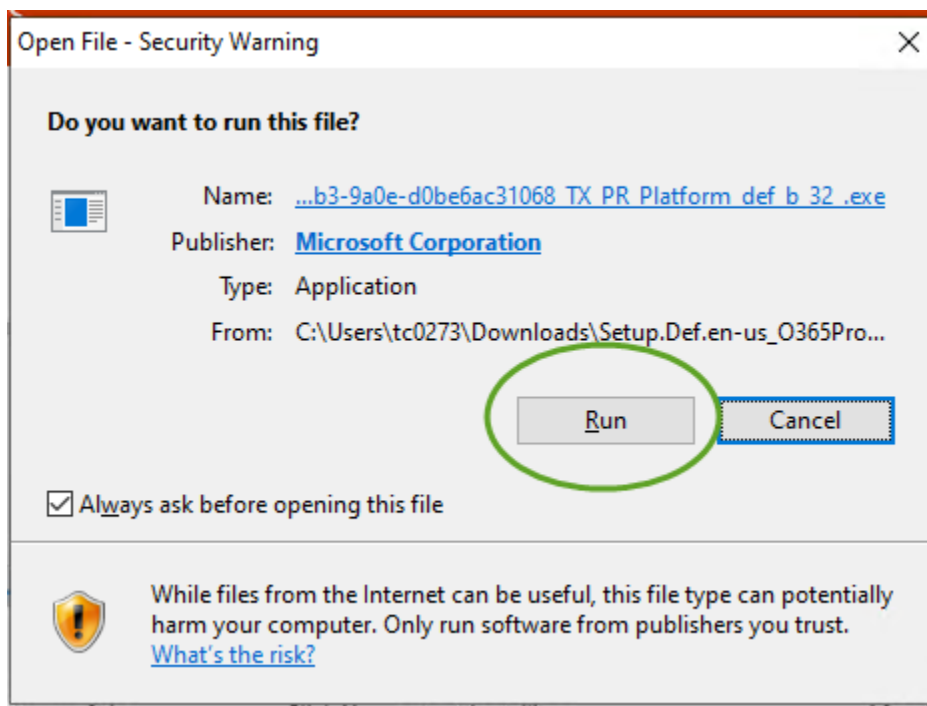
Just a few more steps...



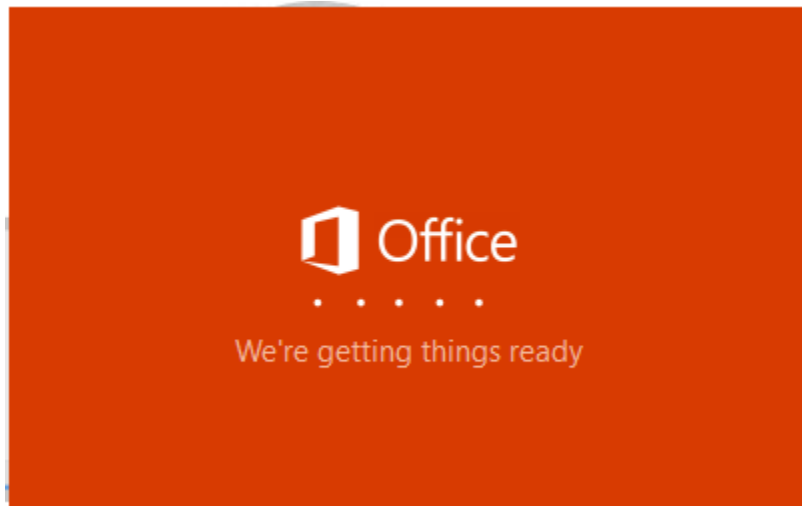
- 1 Click Run**
Click the Setup file at the bottom of the screen.
- 2 Say "yes"**
Click Yes to start installing.
- 3 Stay online**
After installation, start Office and sign in with the account you use for Office 365: tc0273@wilsoncc.edu.

Close Need help installing?

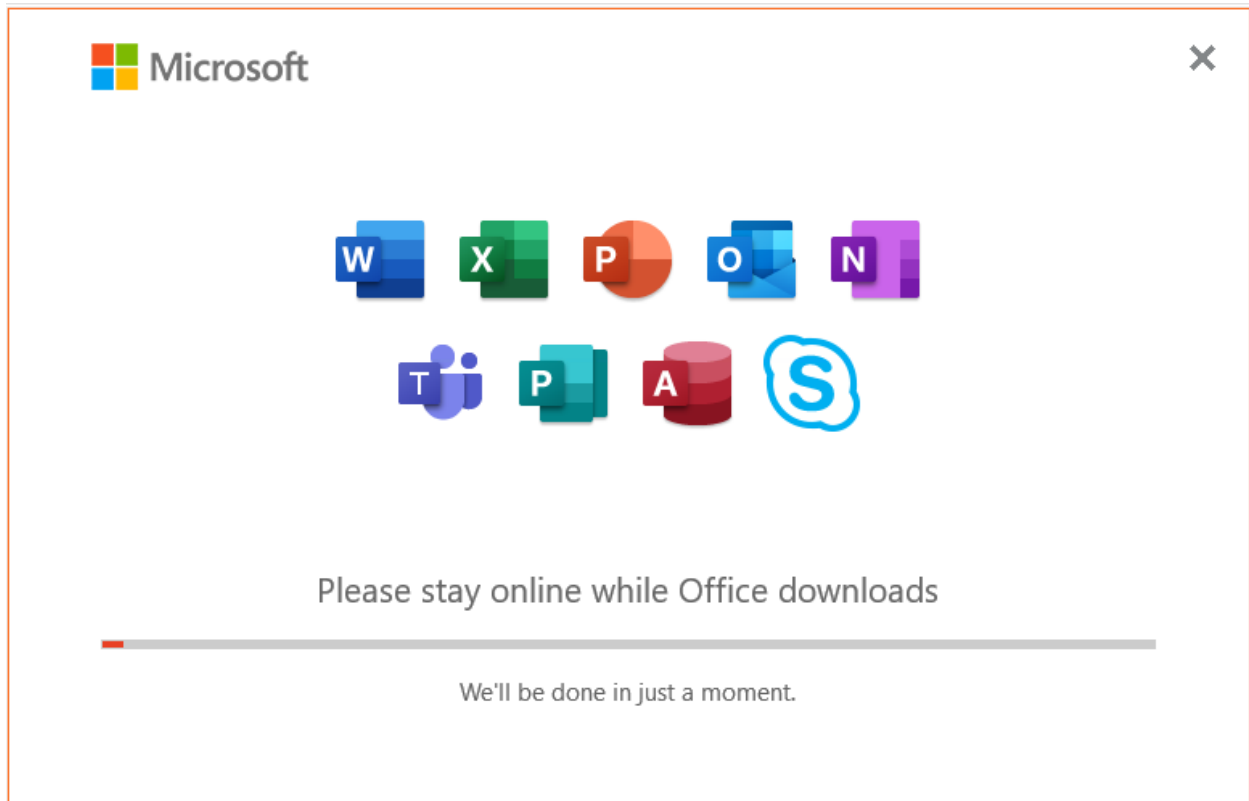
When you click on the installer file, you may see this menu pop up. Click "Run" to begin the installation process.



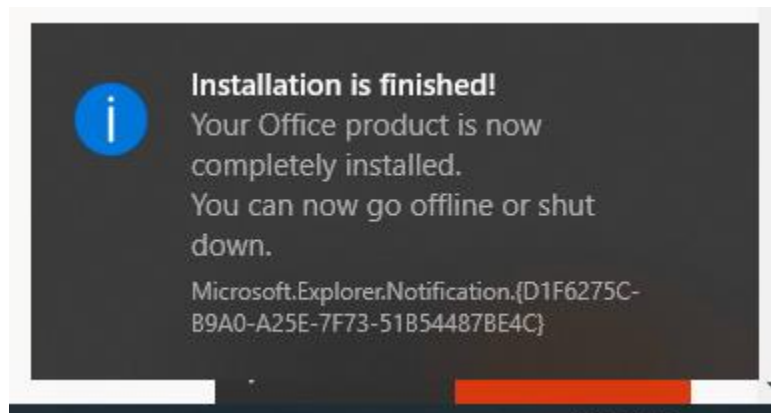
You will then see this box letting you know that installation is about to begin.



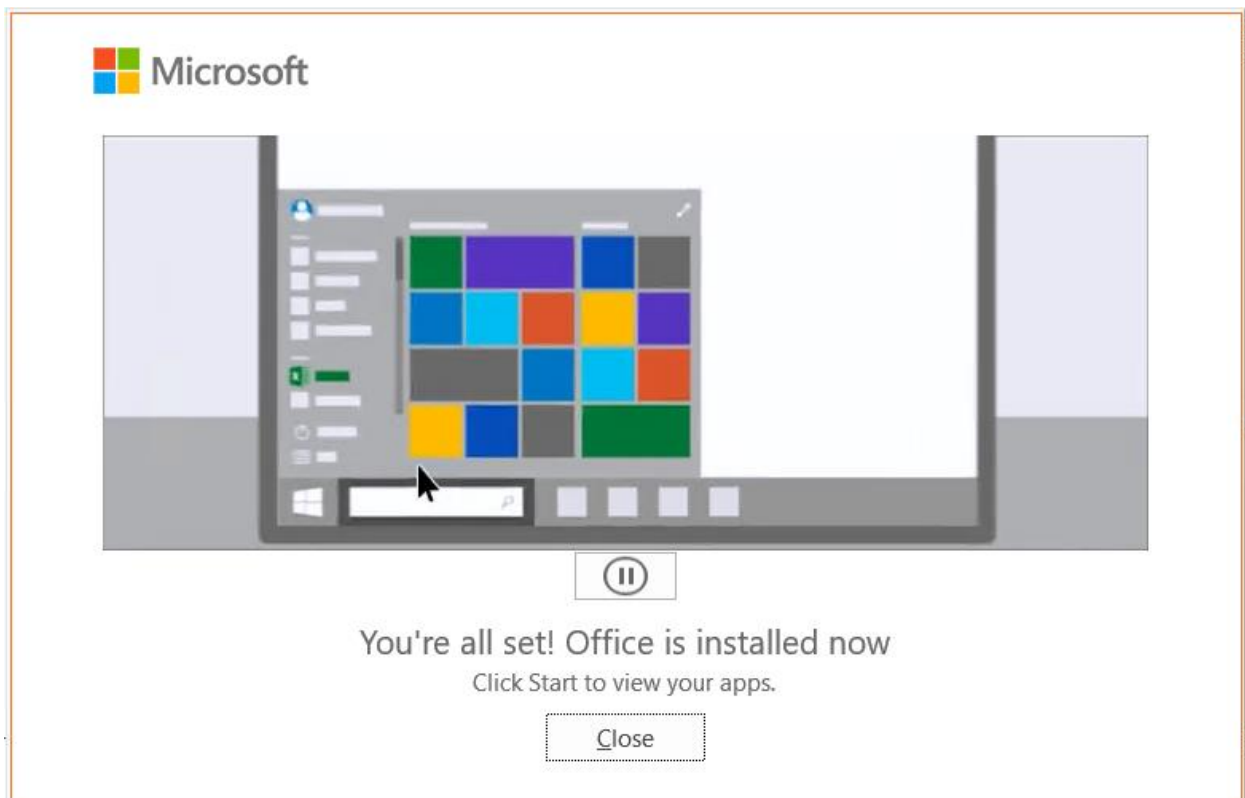
It may take a while for the installation to complete.



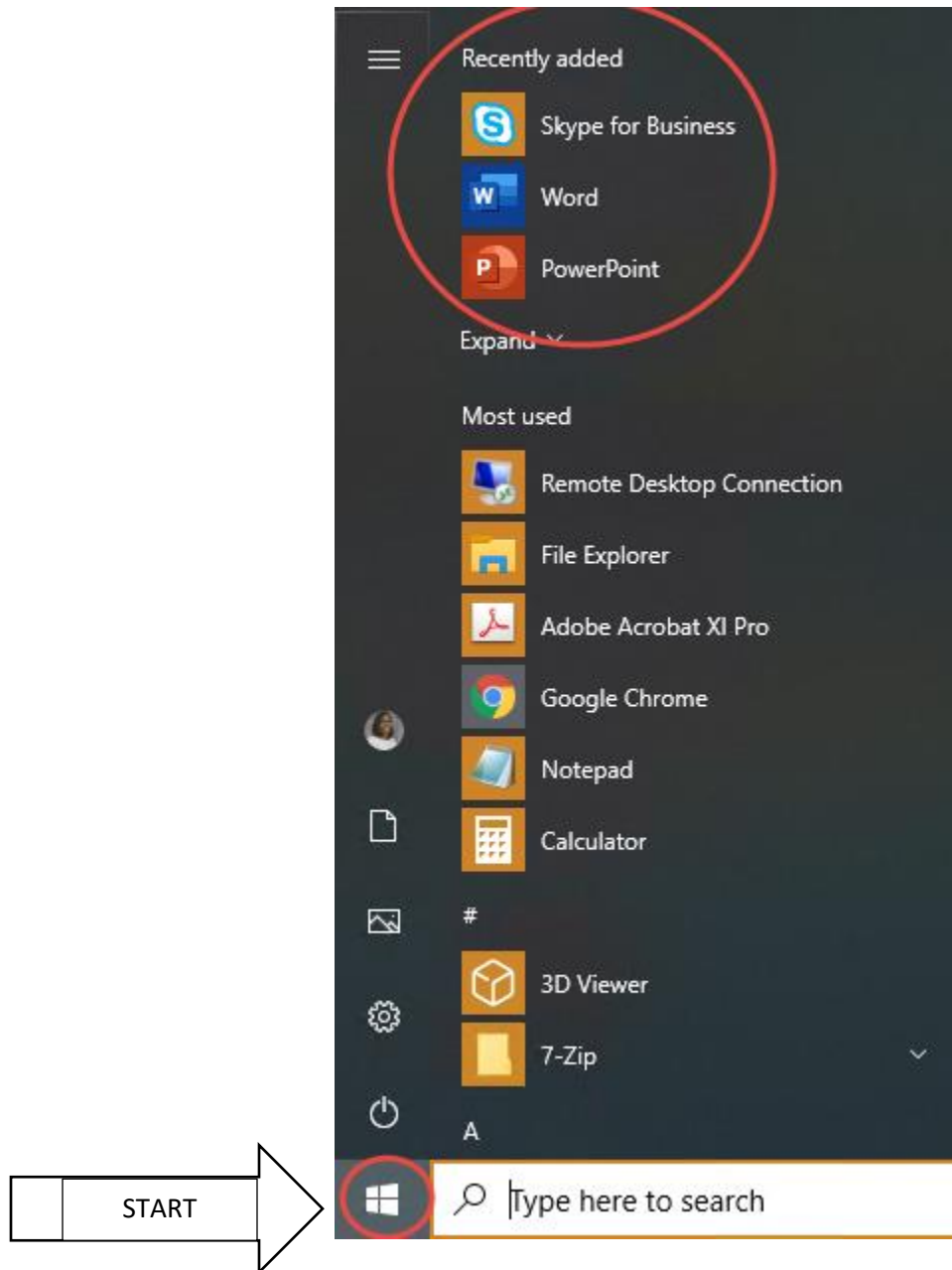
Once installation is finished, you see a pop-up in the right-hand corner of your screen.



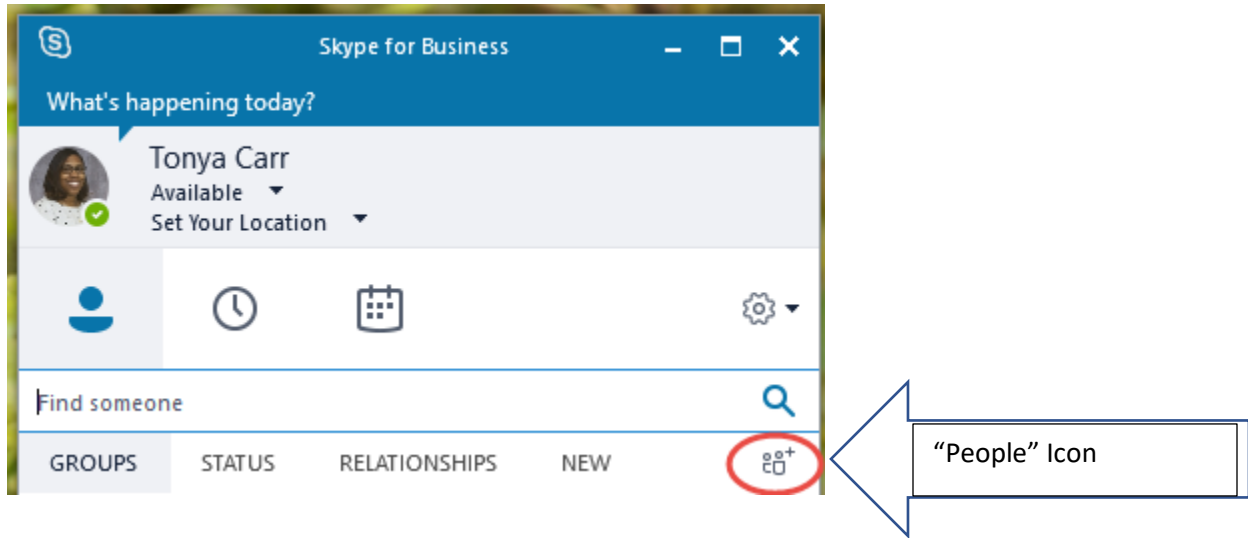
You'll also see this dialog box. You can go ahead and close it.



To access the installed Apps, click on “start” in the left-hand corner of your screen to pull up the program’s menu. You will see the recently added Office Products at the top to the screen. You can also view them by scrolling through the menu. Click on “Skype for Business”. Sign in using your student email address and password.



Once logged in, you can use the search box to search for users. You can also add contacts and create groups by clicking on the “people” icon.



After you added your contact, double click on them to start a conversation.