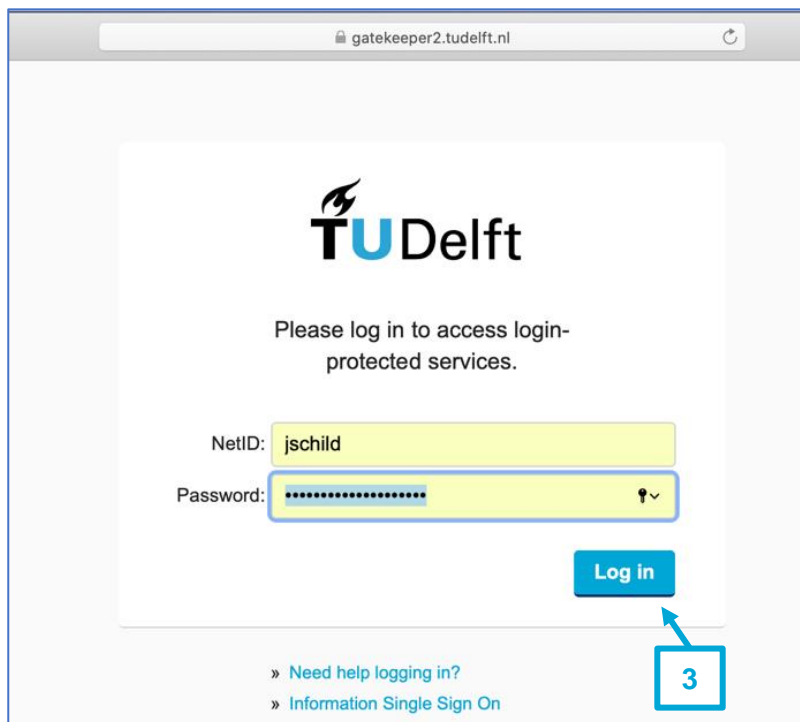


Installing and first use Skype for Business

Mac

Installing from software.tudelft.nl

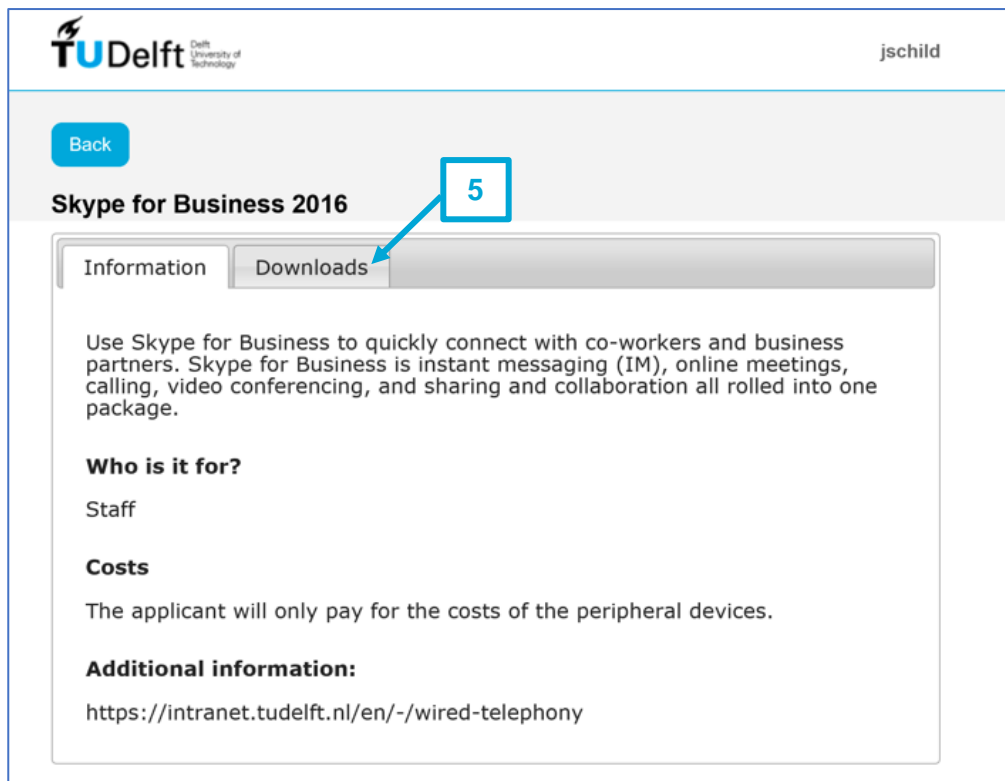
1. Open your browser and go to software.tudelft.nl
2. Enter your NetID and password. In this case NetID is without @tudelft.net!
3. Click **Log in**



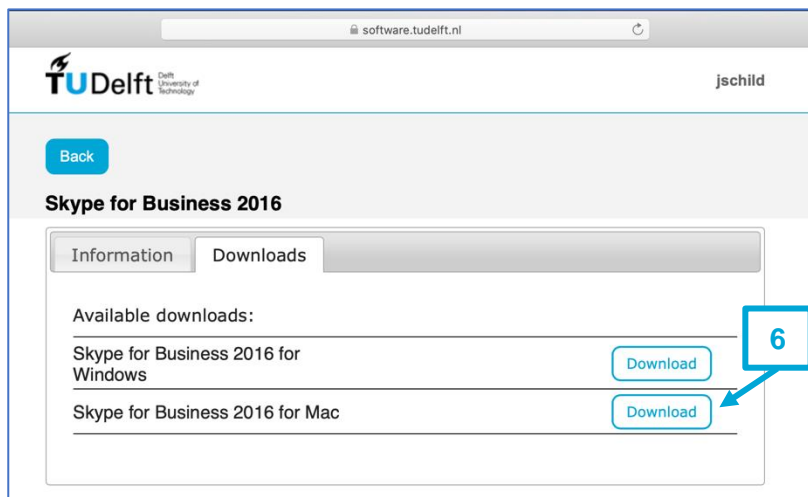
4. Scroll down and click **Skype for Business** in the list of programs

JoBot	1	✓	✓	
LabVIEW	2016	✓	✓	
LabVIEW	2013 2015	✓	✓	✓
LabVIEW	2017		✓	✓
Lync	2010 2011		✓	✓
Maple	2017	✓	✓	✓
Maple	2018	✓	✓	✓
Mathcad	14.20070816	✓		
Mathematica for Staff	11.2	✓	✓	✓
Mathtype	7.x	✓	✓	
Matlab for Staff	2019 2020	✓	✓	✓
RAD Studio (Delphi)	XE6	✓		
Reference Manager	12	✓		
Rhinoceros	5	✓	✓	
Rhinoceros	6	✓		
Skype for Business	2016	✓	✓	
SPSS	24-25	✓	✓	✓
WebDrive	17	✓	✓	
Webdrive	19	✓	✓	
Wimba Create	2.6.1	✓		

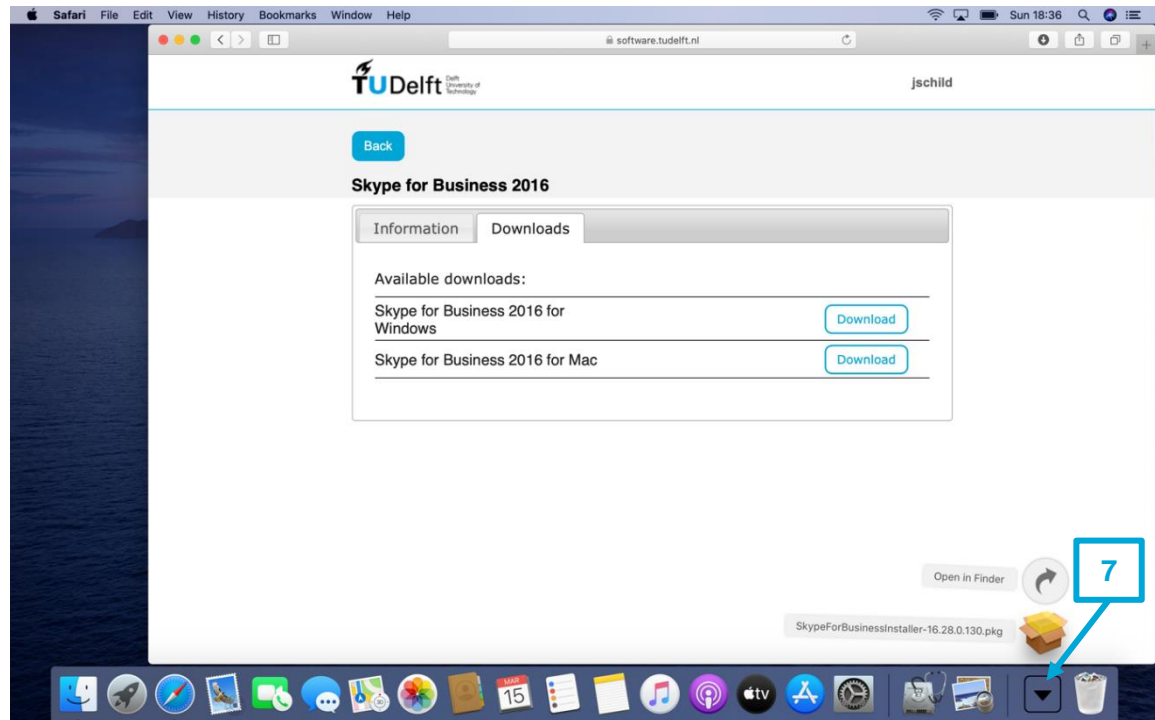
5. Click **Downloads**



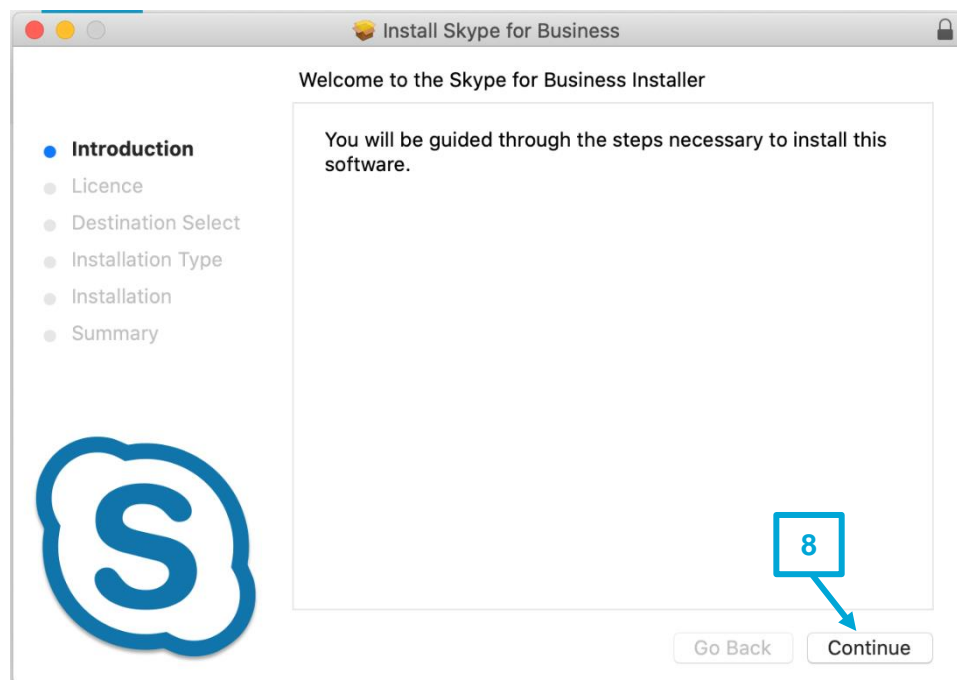
6. Choose *Skype for Business 2016 for Windows* by clicking the corresponding **Download** button



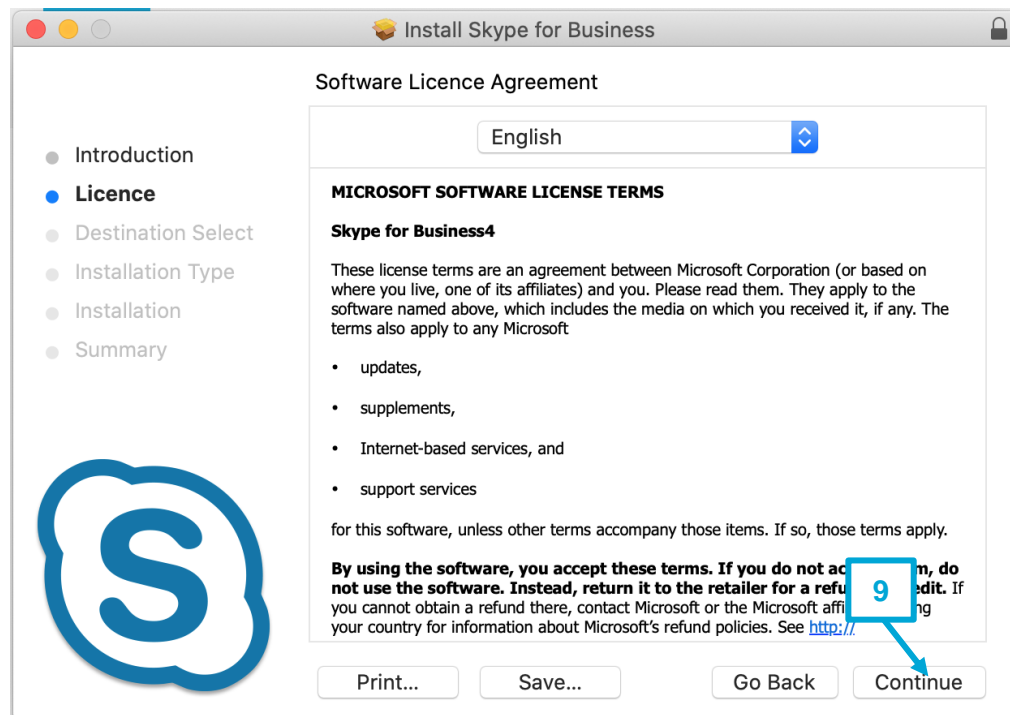
7. Click the **Downloads** folder in the dock and click the downloaded *skypeforbusinessinstaller* package.



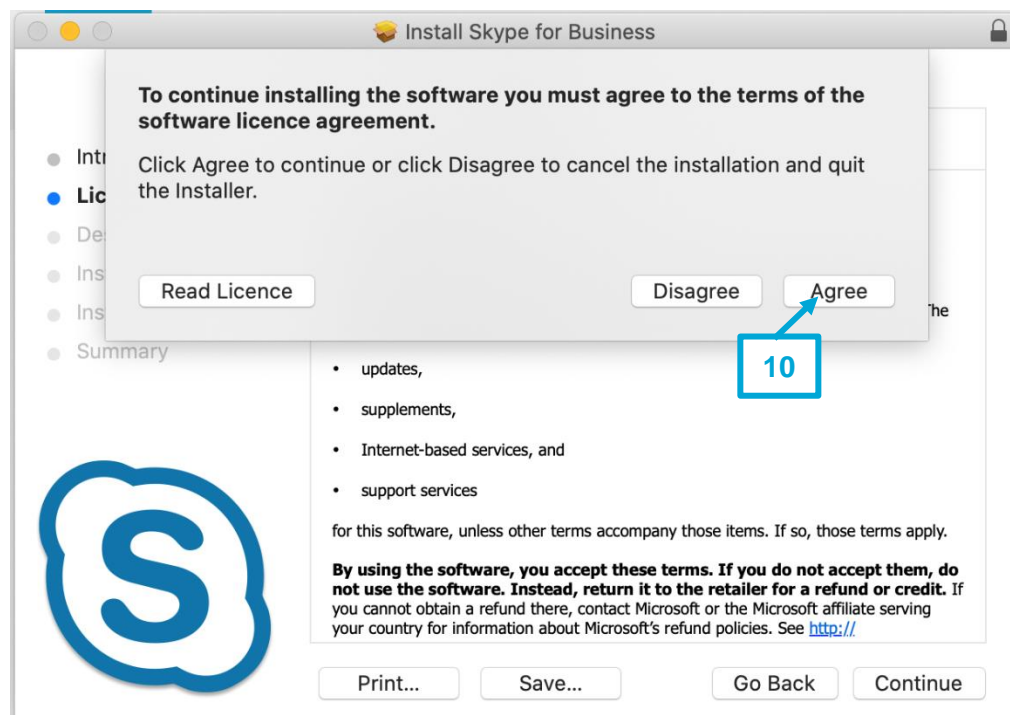
8. Click **Continue**



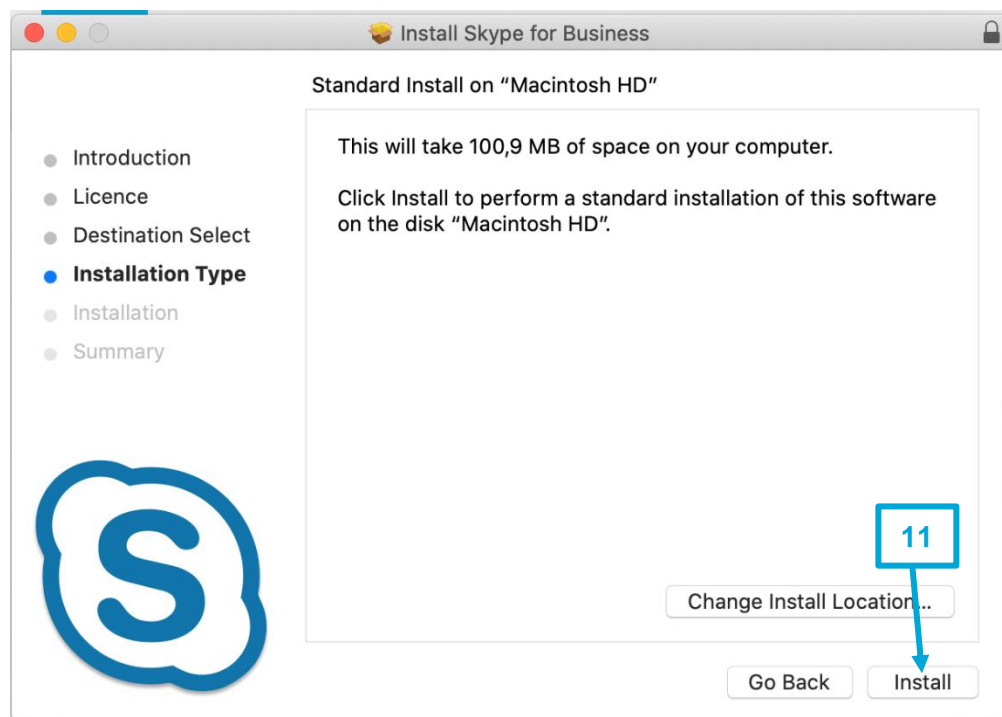
9. Click **Continue**



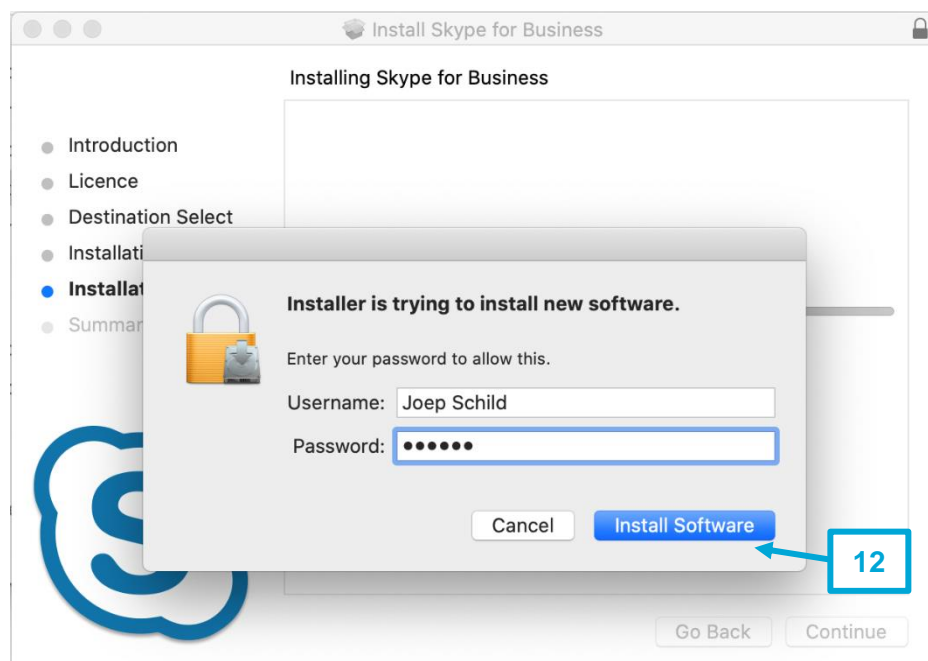
10. Click **Agree**



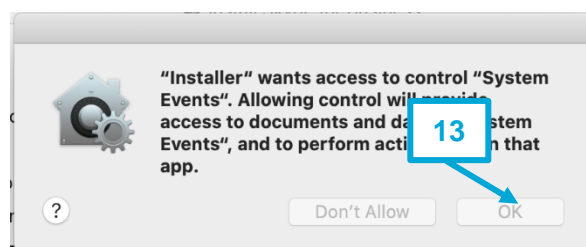
11. Click **Install**



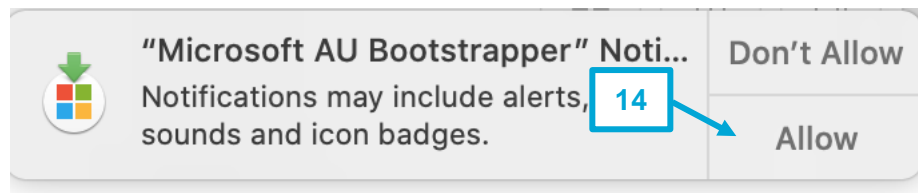
12. Provide your password and click **Install software** to allow the installation on your Mac.



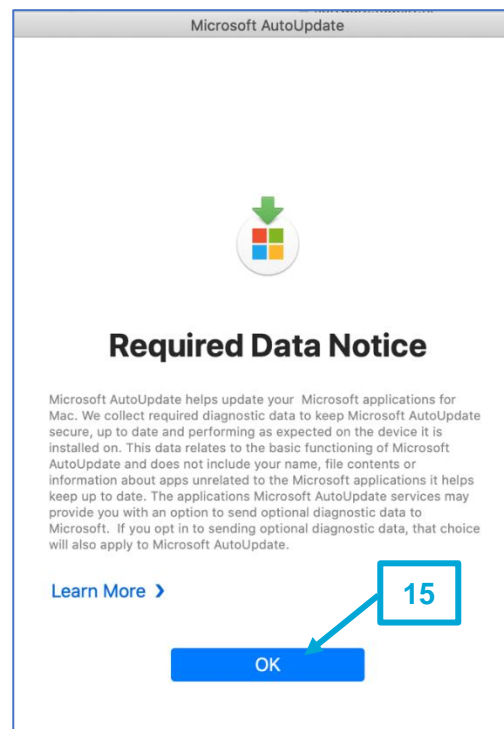
13. Click **OK**



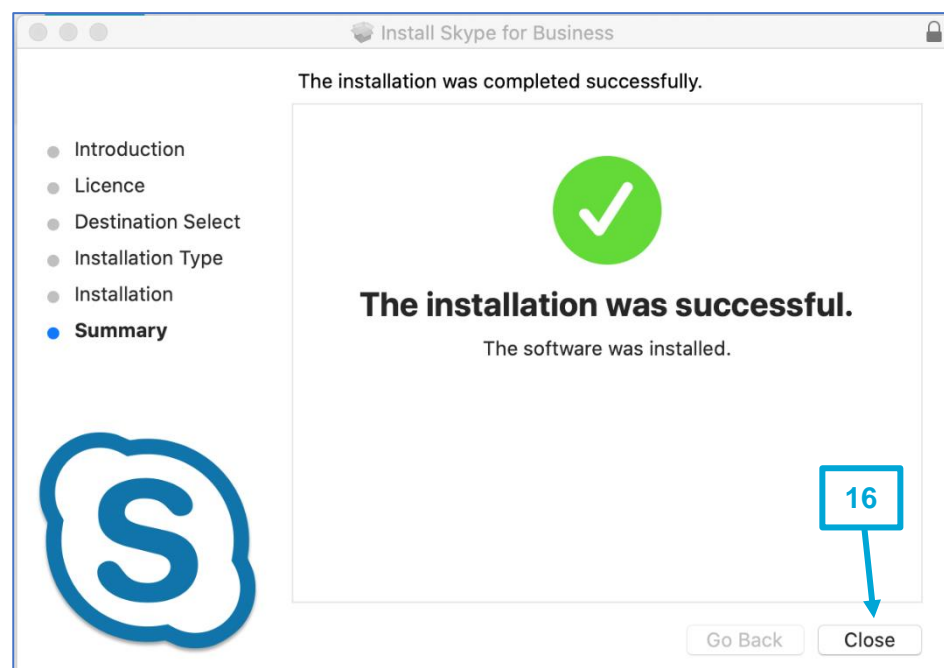
14. Click **Allow** in the in the *Notification banner* upper right corner of your screen



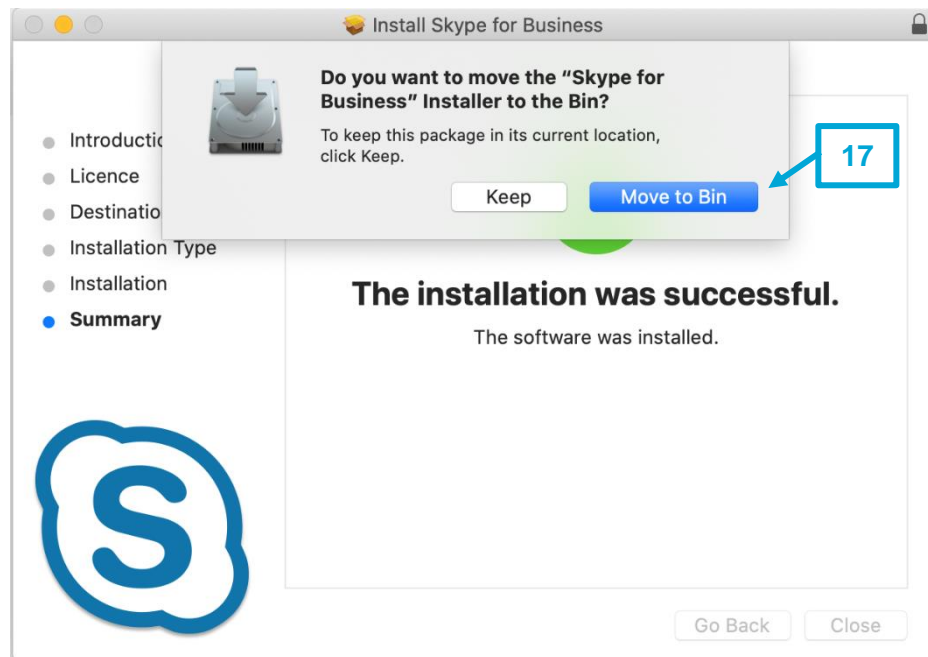
15. Click **OK**



16. Click **Close**



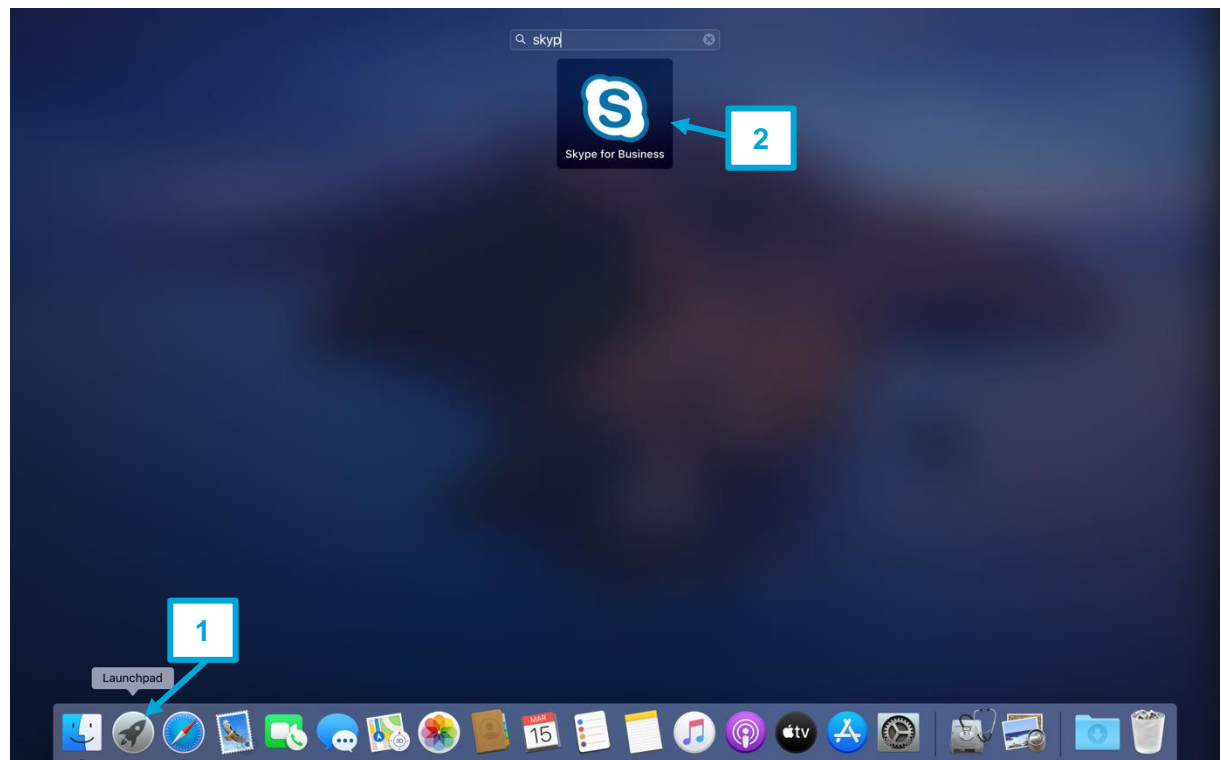
17. Click **Move to Bin**



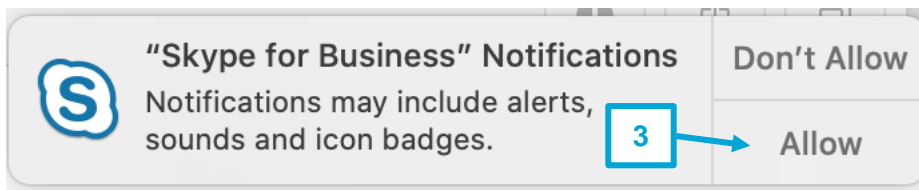
The installation is now completed.

Signing in to Skype for Business for the first time

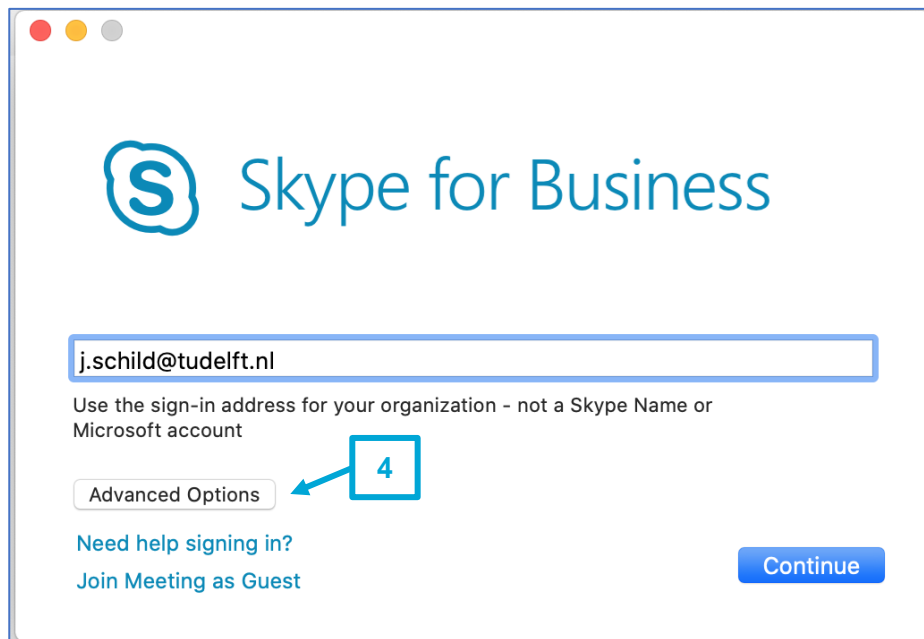
1. Click on **Launchpad** and type "skype" to find the Skype for Business application
2. Click on it to open the application.



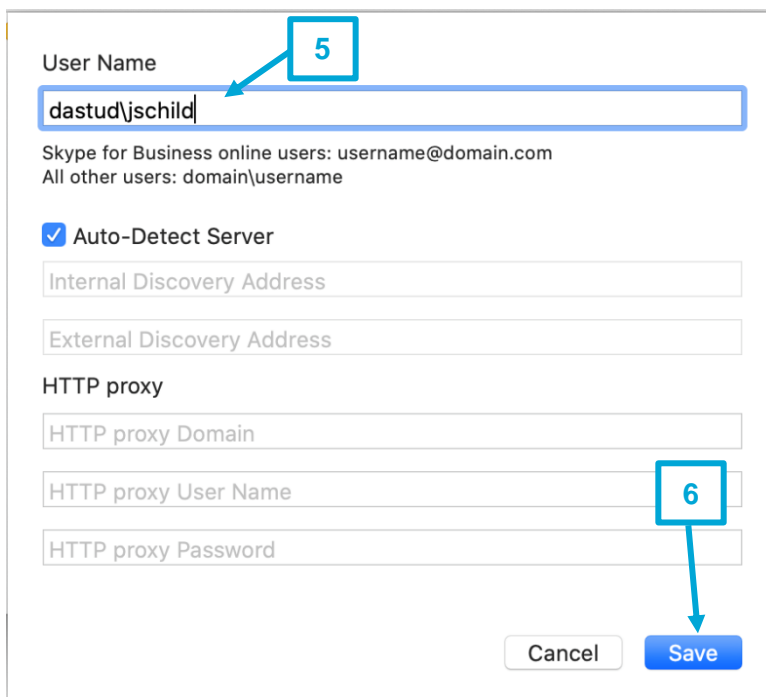
3. Click **Allow** in the *Notification banner* in the upper right corner of your screen



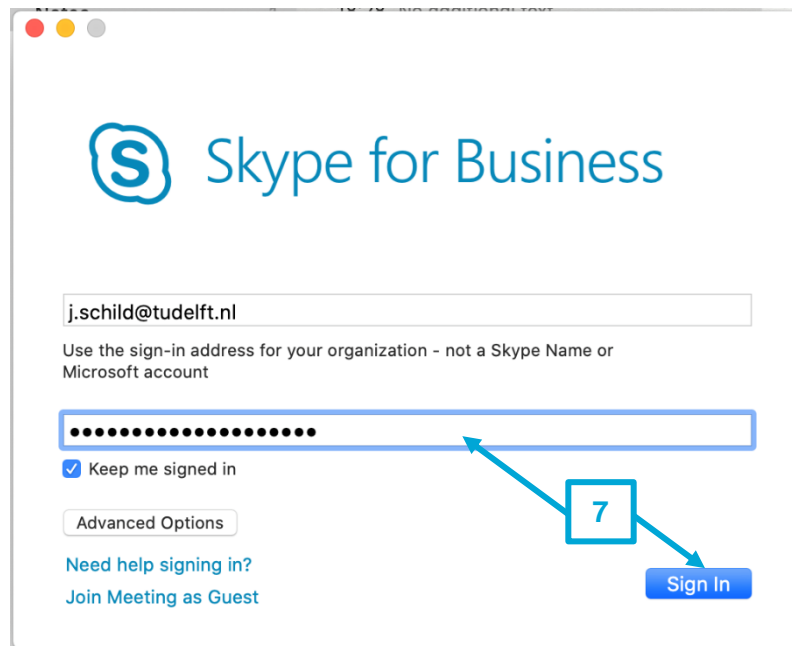
4. Provide your e-mail address and click **Advanced Options**



5. Fill in your username by typing *dastud\< your NetID>*
6. Click **Save**

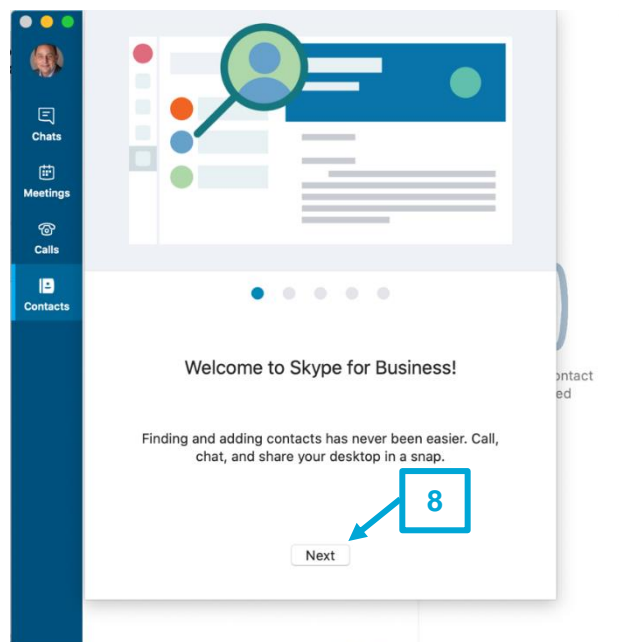


7. Fill in your password and click **Sign In**



The image shows the Skype for Business sign-in window. At the top is the Skype logo and the text "Skype for Business". Below this is a text input field containing the email address "j.schild@tudelft.nl". Underneath the email field is a note: "Use the sign-in address for your organization - not a Skype Name or Microsoft account". Below the note is a password input field, represented by a series of dots. A blue box with the number "7" and an arrow points to this password field. Below the password field is a checkbox labeled "Keep me signed in" which is checked. Below the checkbox is a button labeled "Advanced Options". Below that are two links: "Need help signing in?" and "Join Meeting as Guest". At the bottom right is a blue button labeled "Sign In".

8. Click **Next** (4 times) and then **Finish**



You are now all set to start using Skype for Business.

You can find Quick Reference Cards and Instruction movies at: <https://www.tudelft.nl/en/it-manuals/skype-for-business/>