Installing and first use Skype for Business
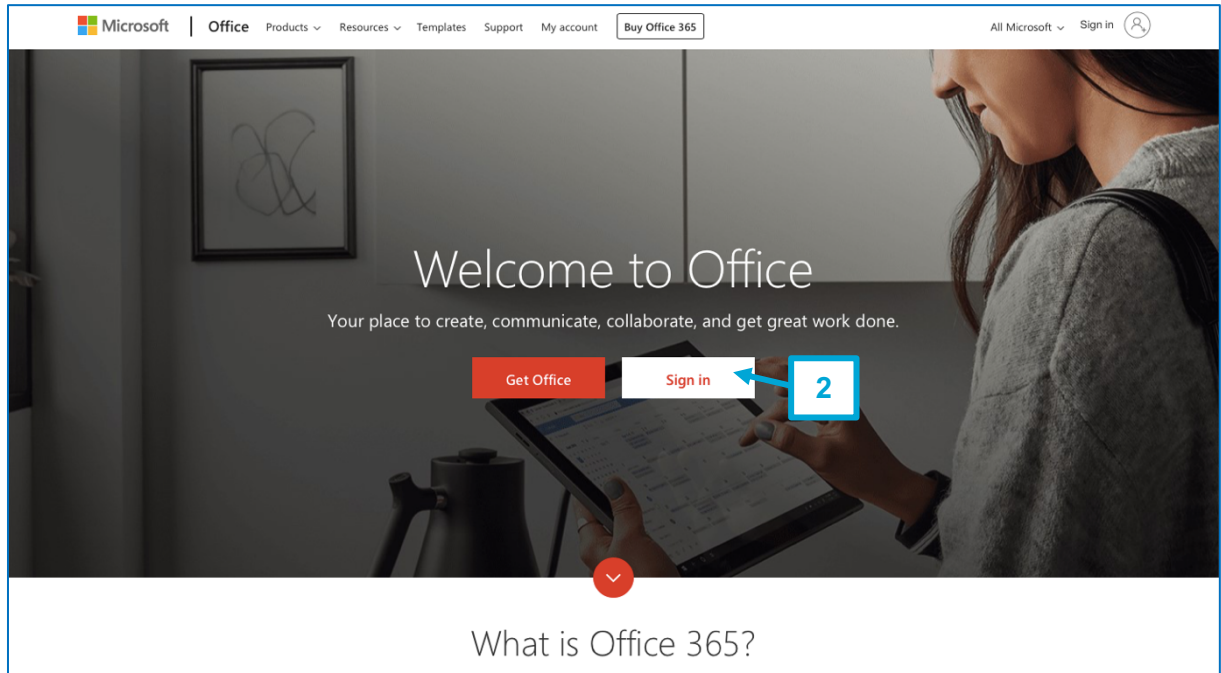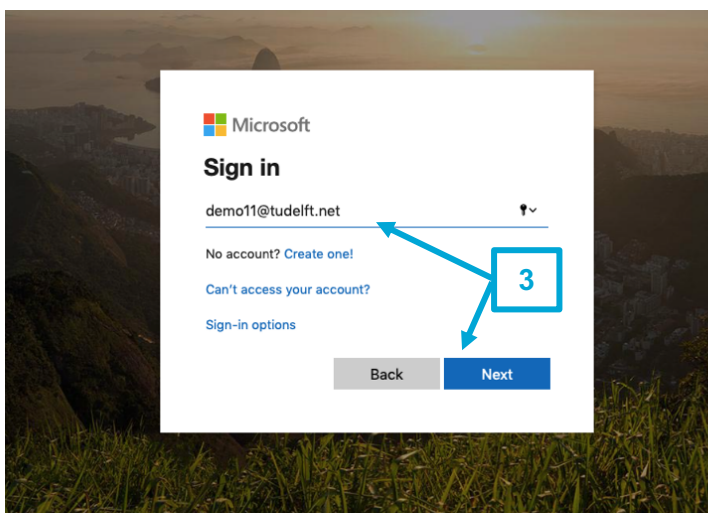
Windows

Installing from Office.com
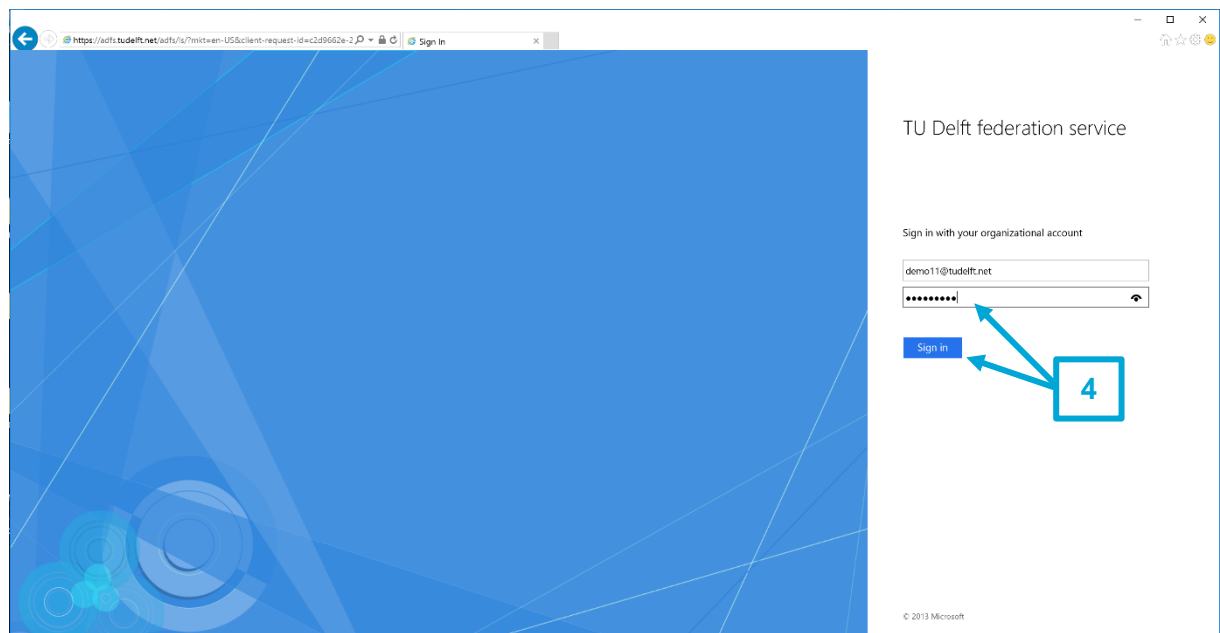
1. Open your browser and go to Office.com
2. Click **Sign in**

3. Enter your NetID. In this case NetID is with @tudelft.net! Click **Next**.
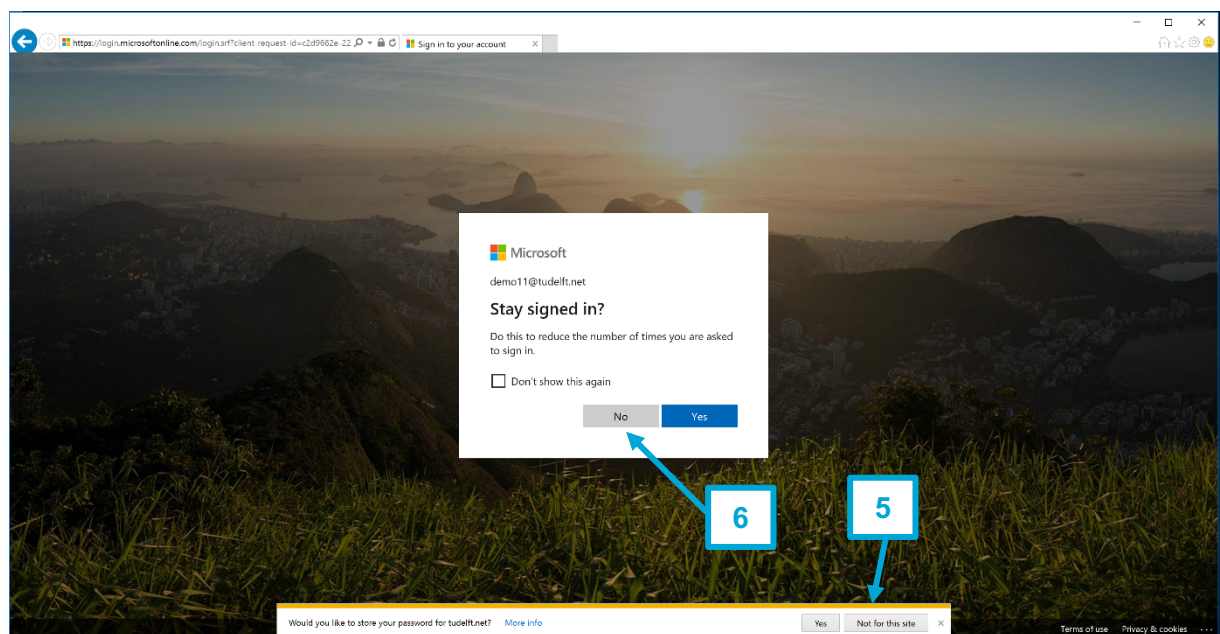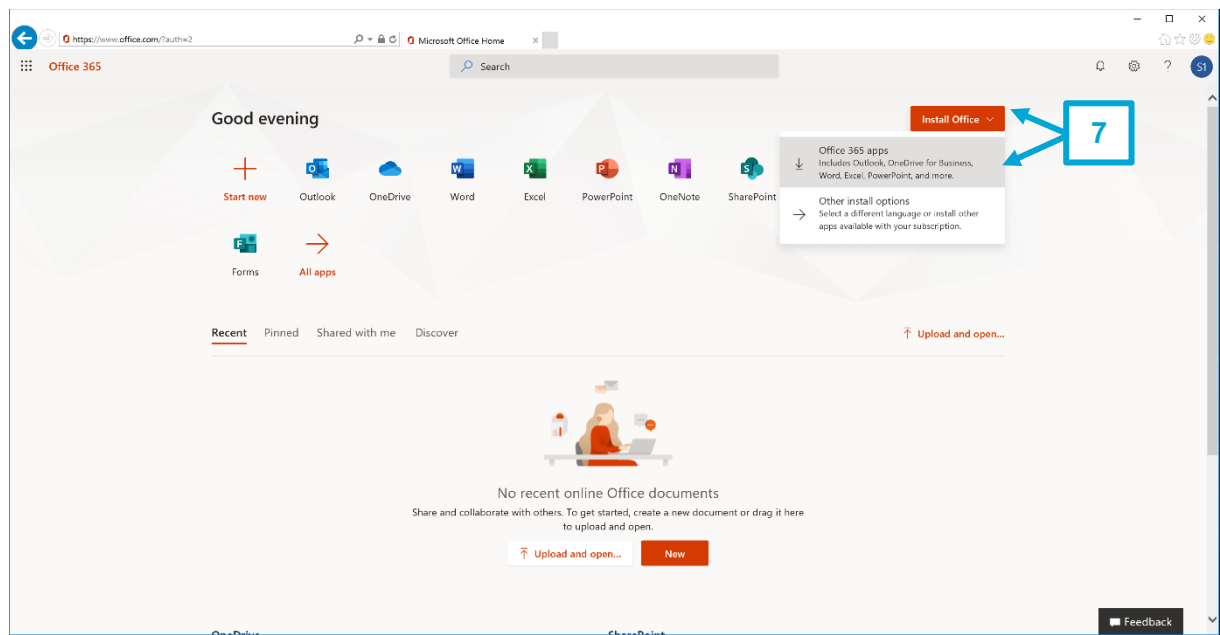
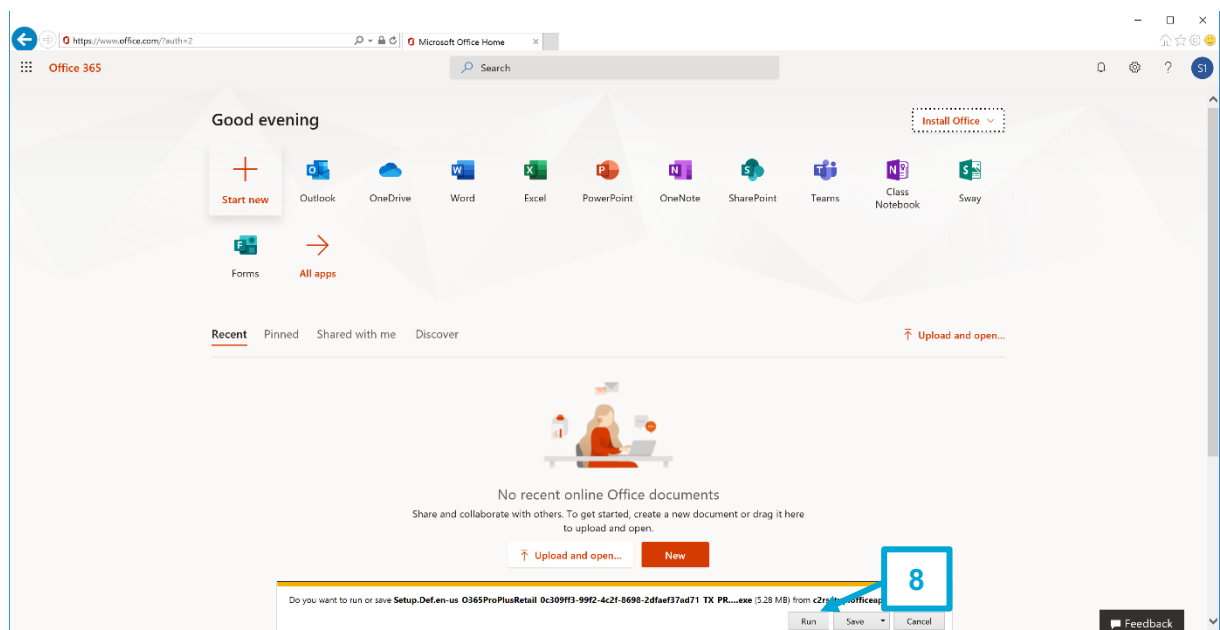4. Fill in your password and click **Sign in**

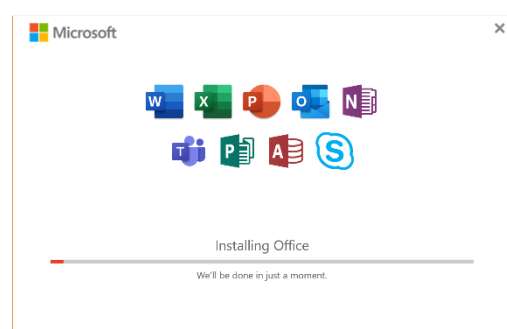5. Click **Not for this site**
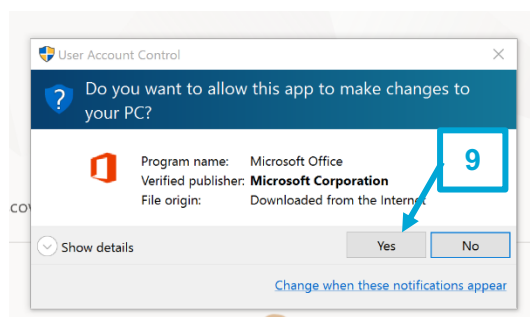6. Click **No** (for Stay signed in?)
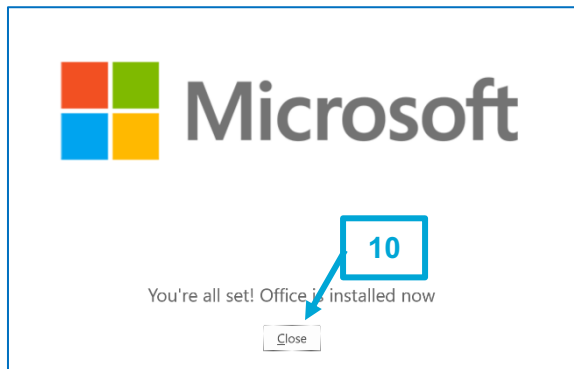
7. Click **Install Offic**e and choose *Office 365 apps*
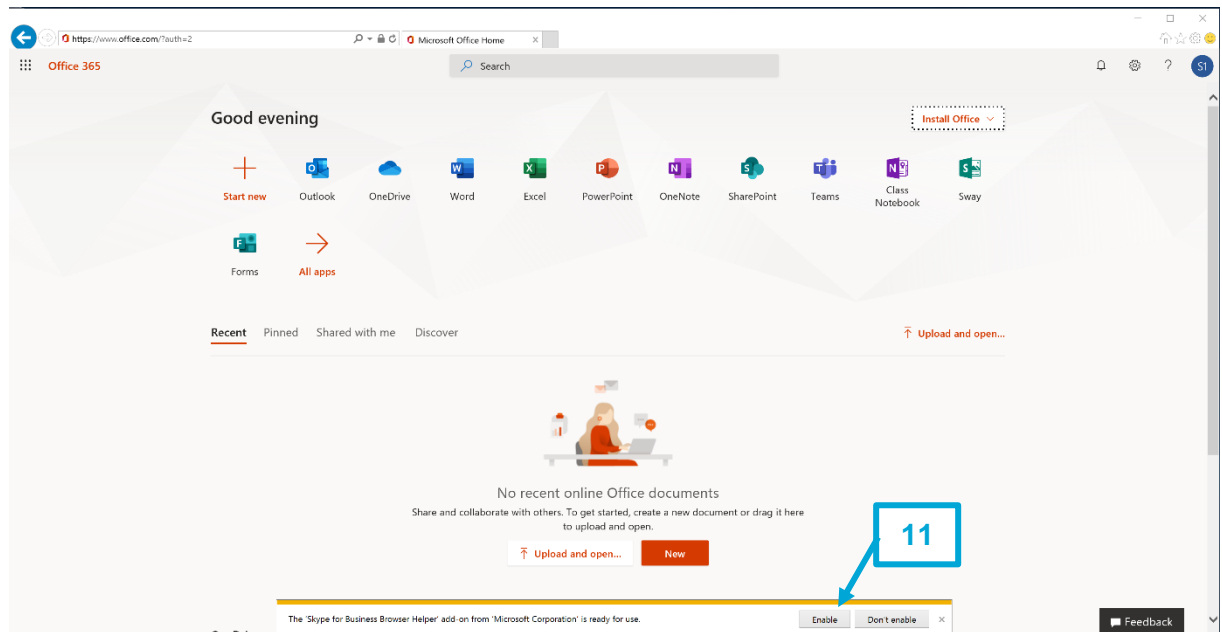

8. Click **Run** to start the installation.

9. Click **Yes** and the installation starts
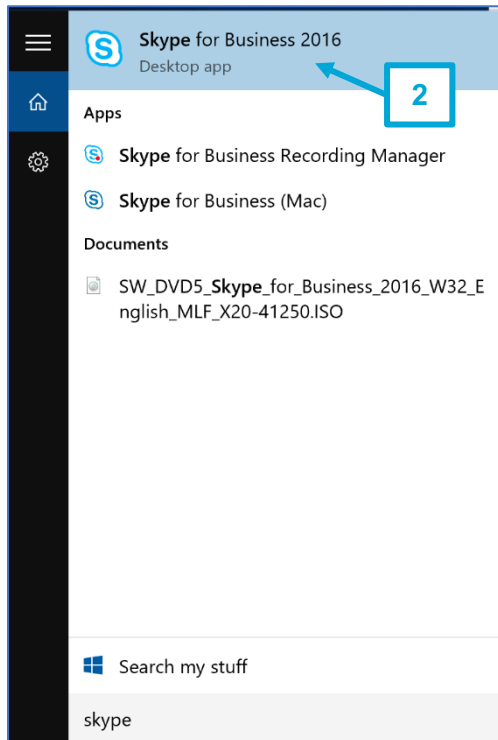
10. Click **Close**

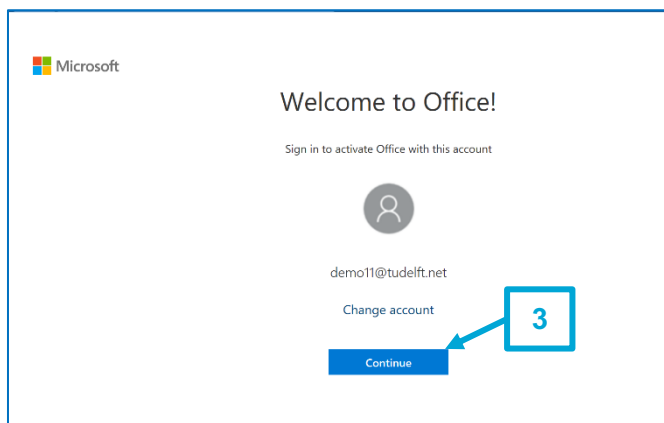## 11. Click **Enable** to finalize the installation

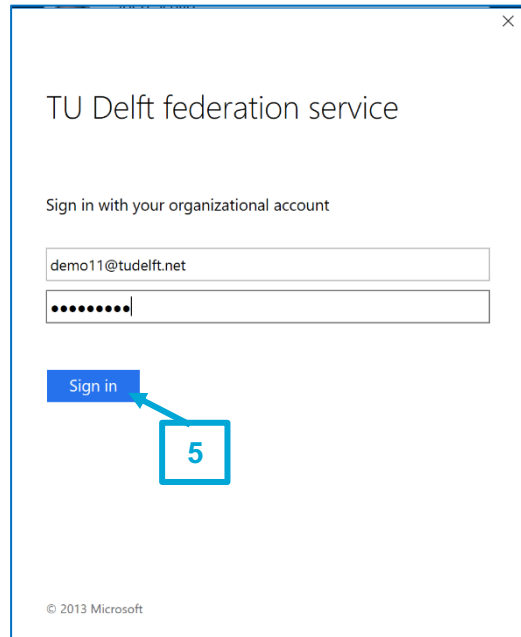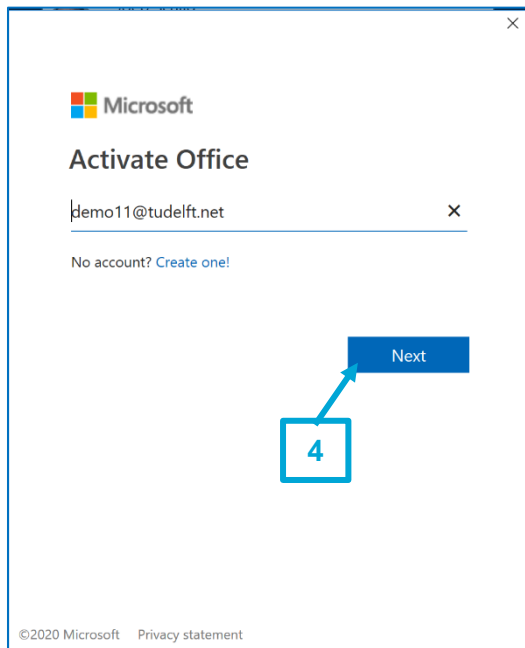## Signing in to Skype for Business for the first time

1. Search for the Skype for Business application on your Windows computer (use the Search icon in the taskbar or open Start and start typing)

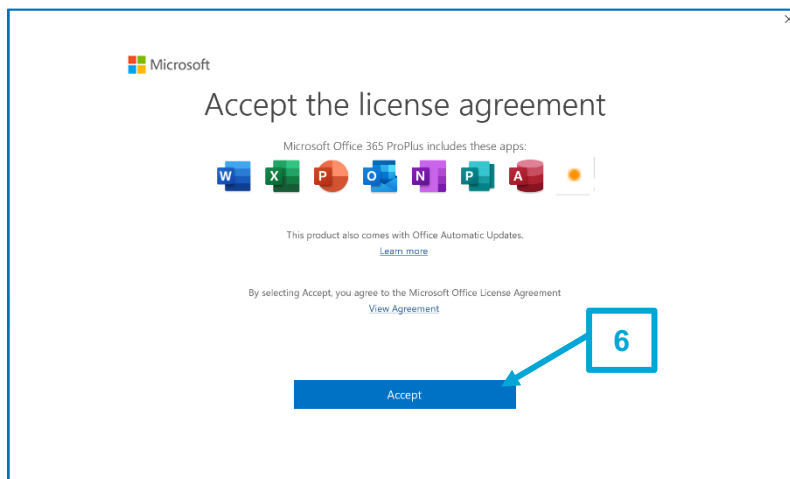2. Start the Skype for Business application (double click).

3. Click **Continue**

4. Click **Next**
5. Click **Sign in**

6. Click **Accept**

7. Fill in your official TU Delft e-mail address and click **Sign in**
8. Fill in your password and click **Sign in**

9. Click **Yes**

10. Skype for Business will display an error. This is normal. Please click **OK** to provide your username.
11. Provide your username (*dastud\<your NetID>*)
12. Click **Sign in**
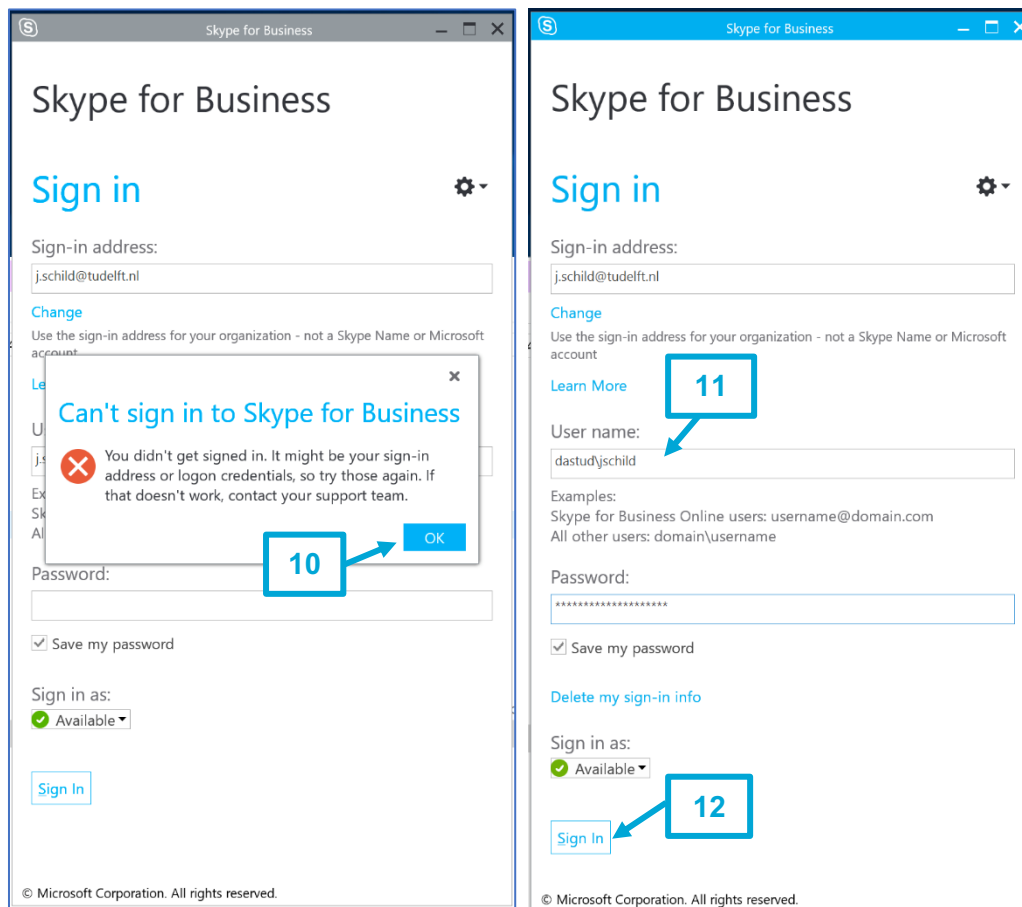
13. Click **Yes**
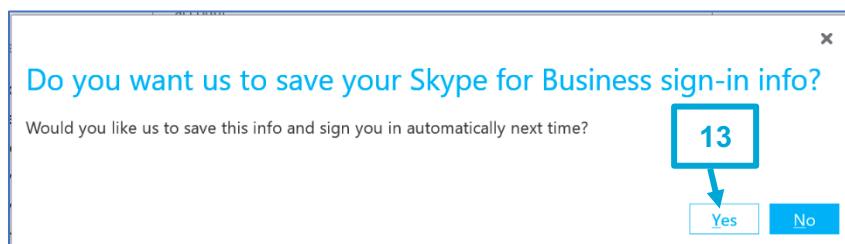
You are now signed in and all set to start using Skype for Business.

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