

Installing and first use Skype for Business

Windows

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**

NetID: jschild

Password:

Log in

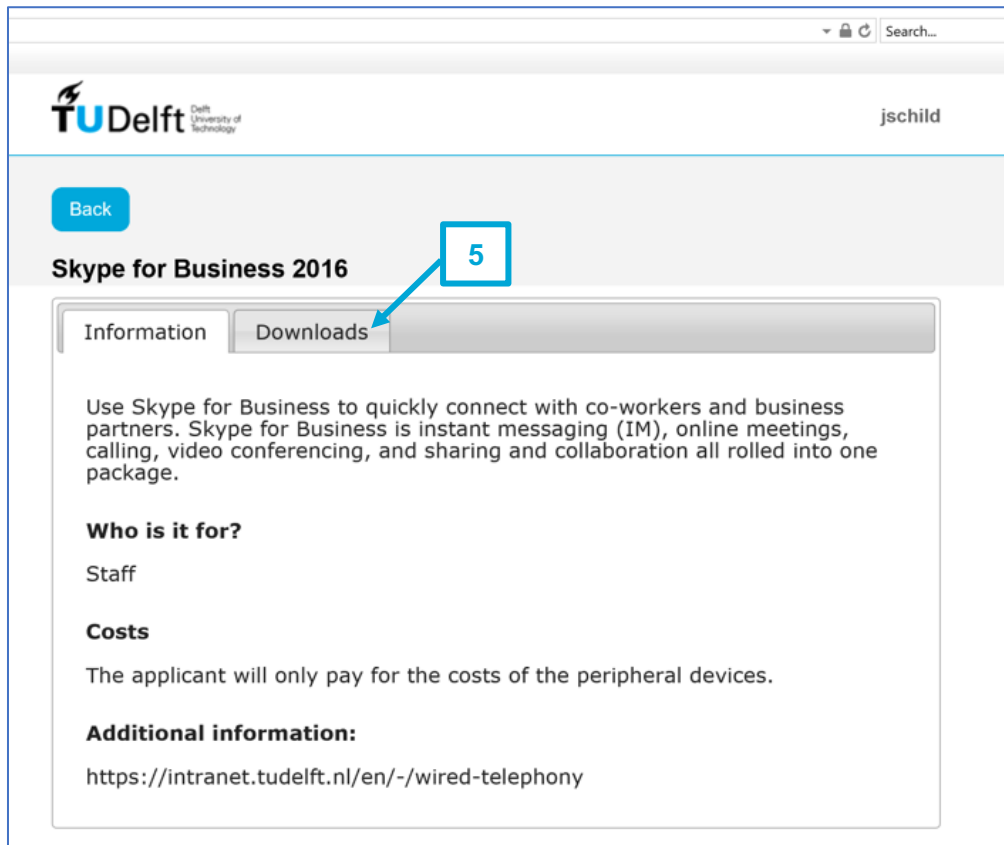
» Need help logging in?

» Information Single Sign On

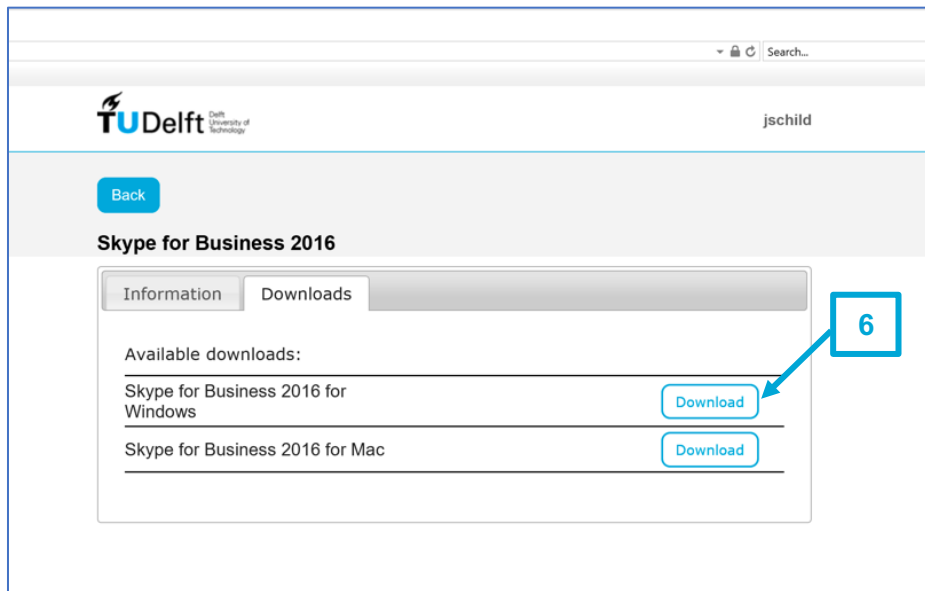
4. Scroll down and click **Skype for Business** in the list of programs

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	✓		

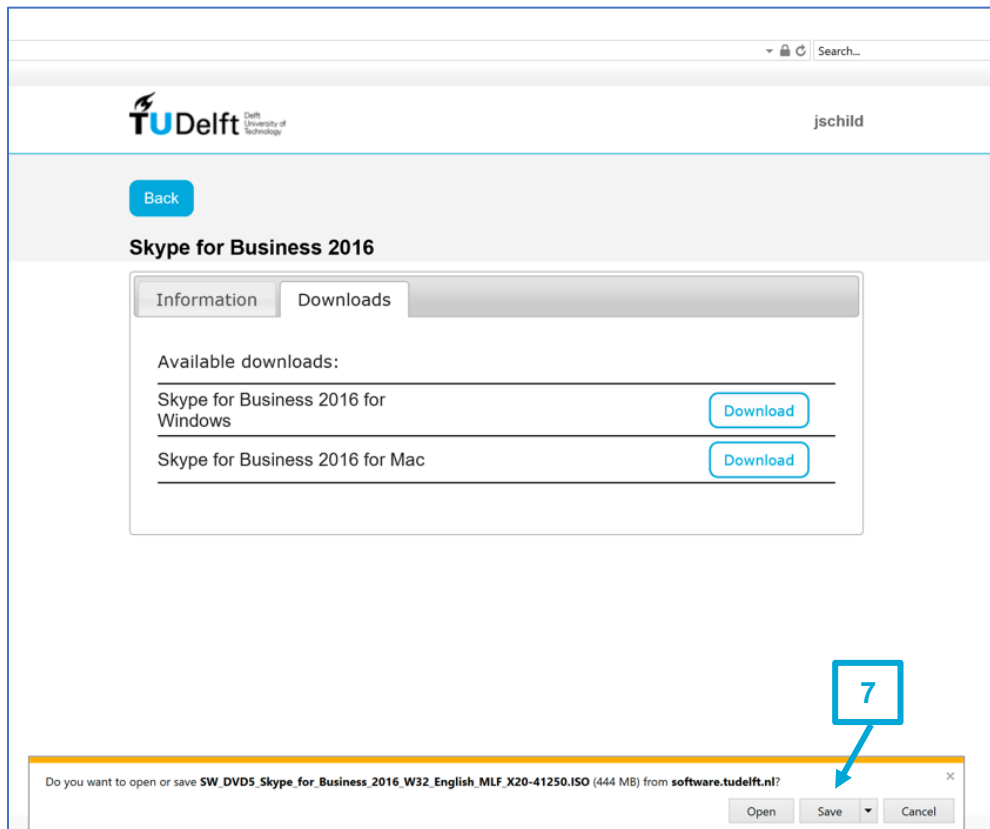
5. Click **Downloads**



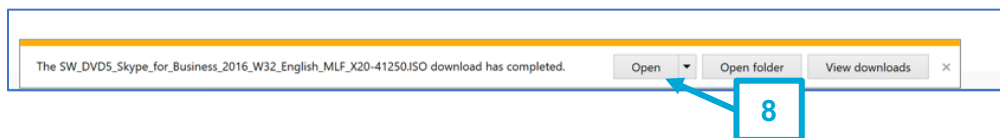
6. Choose *Skype for Business 2016 for Windows* by clicking the corresponding **Download** button



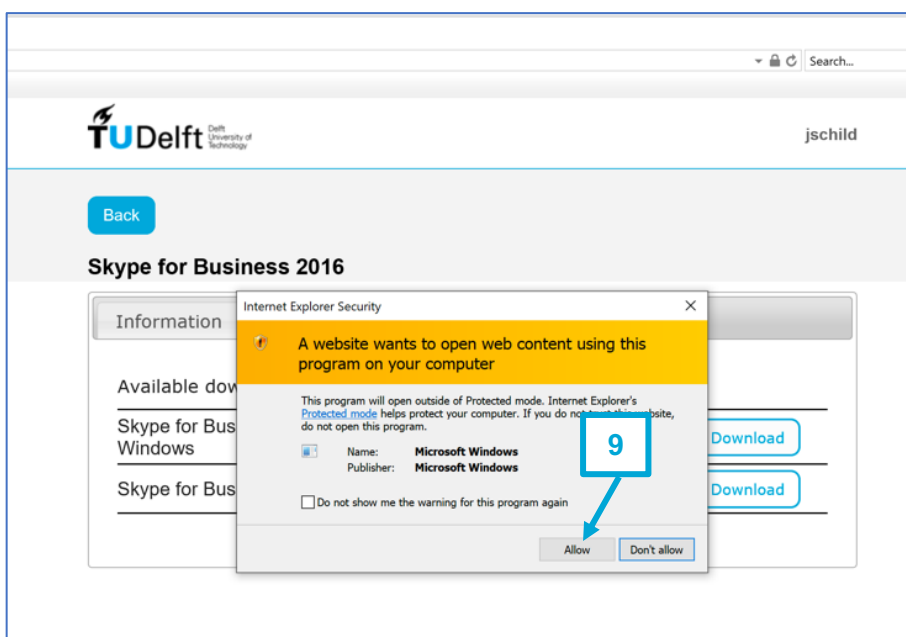
7. **Save** the download on your computer. In this example we used Internet Explorer as browser.



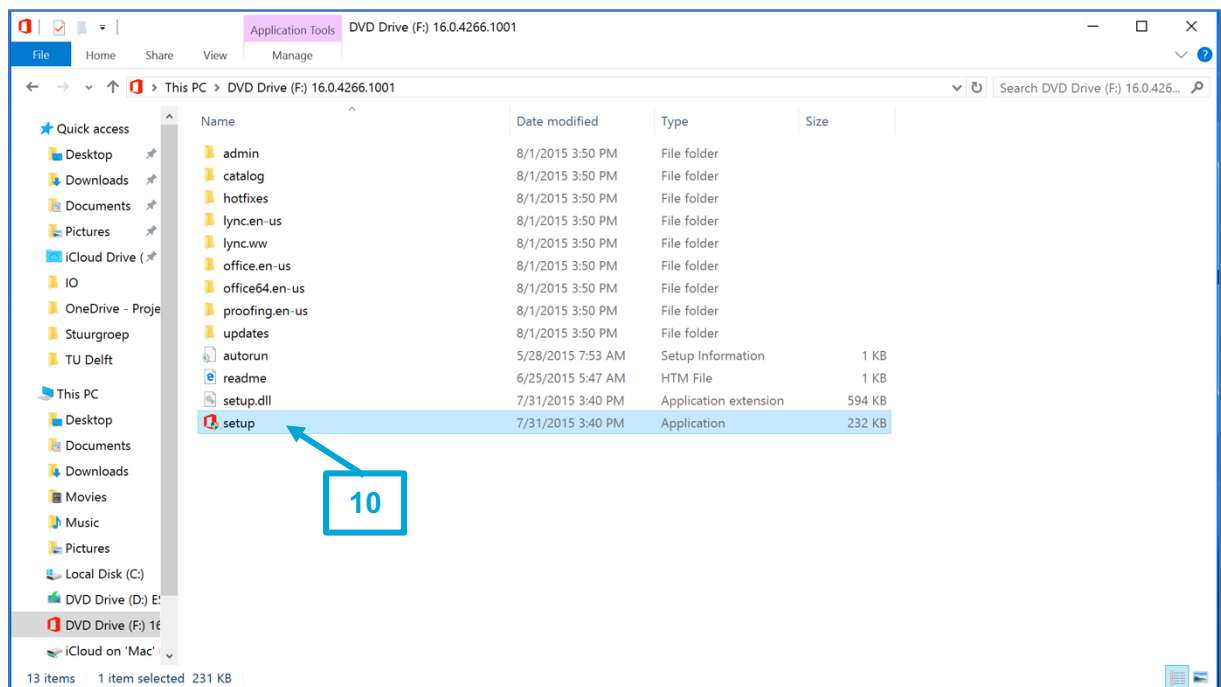
8. **Open** the saved file



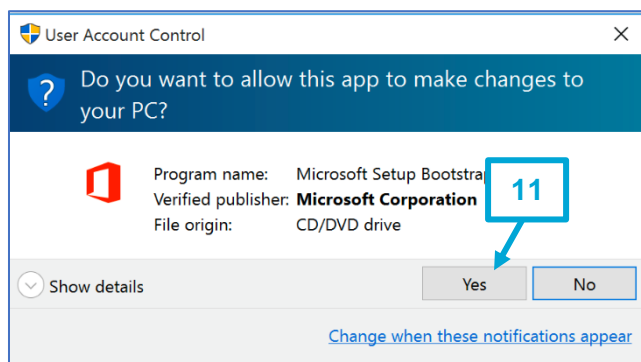
9. Click **Allow**



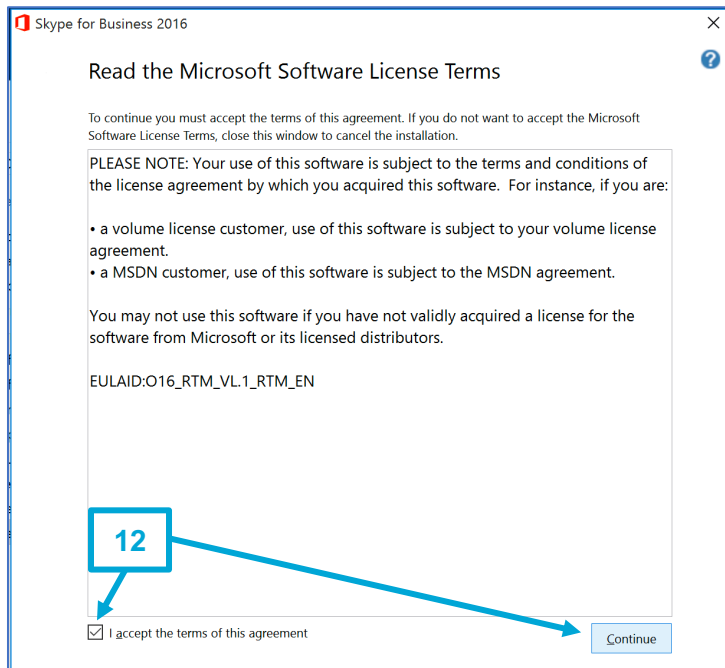
10. Double click **Setup**



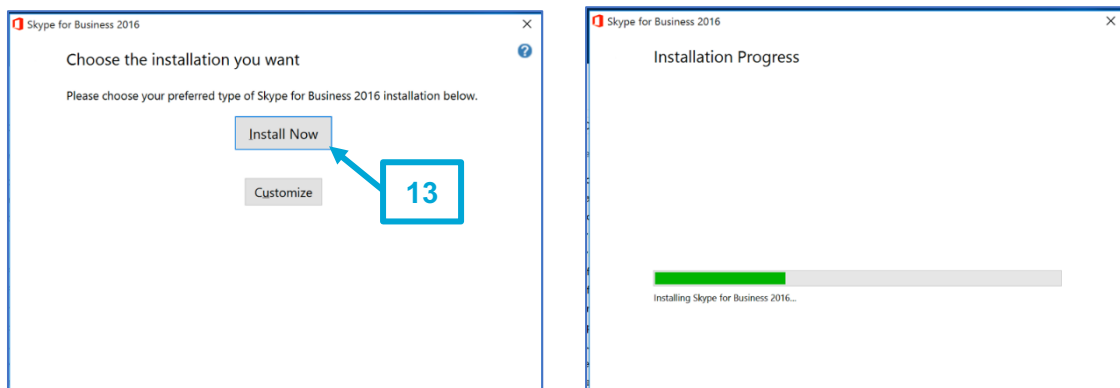
11. Click **Yes**



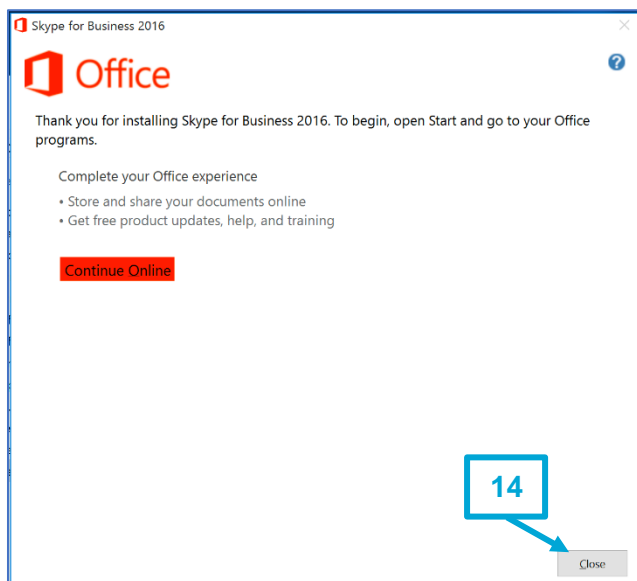
12. Check *I accept the terms of this agreement* and click **Continue**



13. Click **Install now** and wait until the installation finishes. This may take 5 minutes.

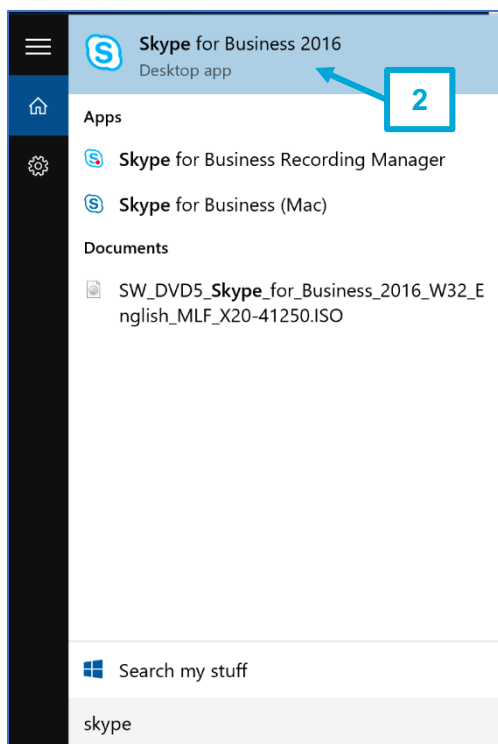


14. Click **Close**

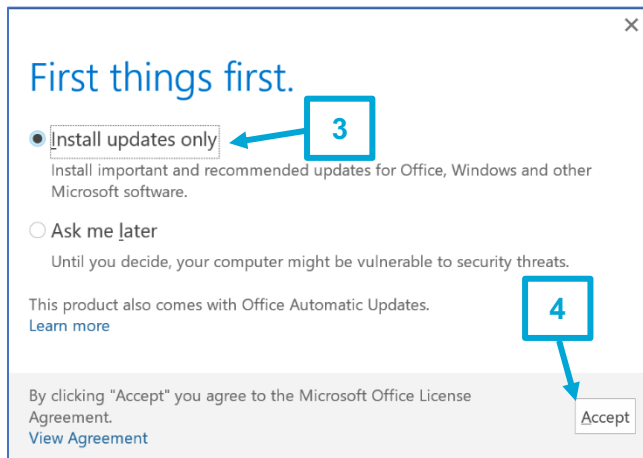


Signing in to Skype for Business for the first time

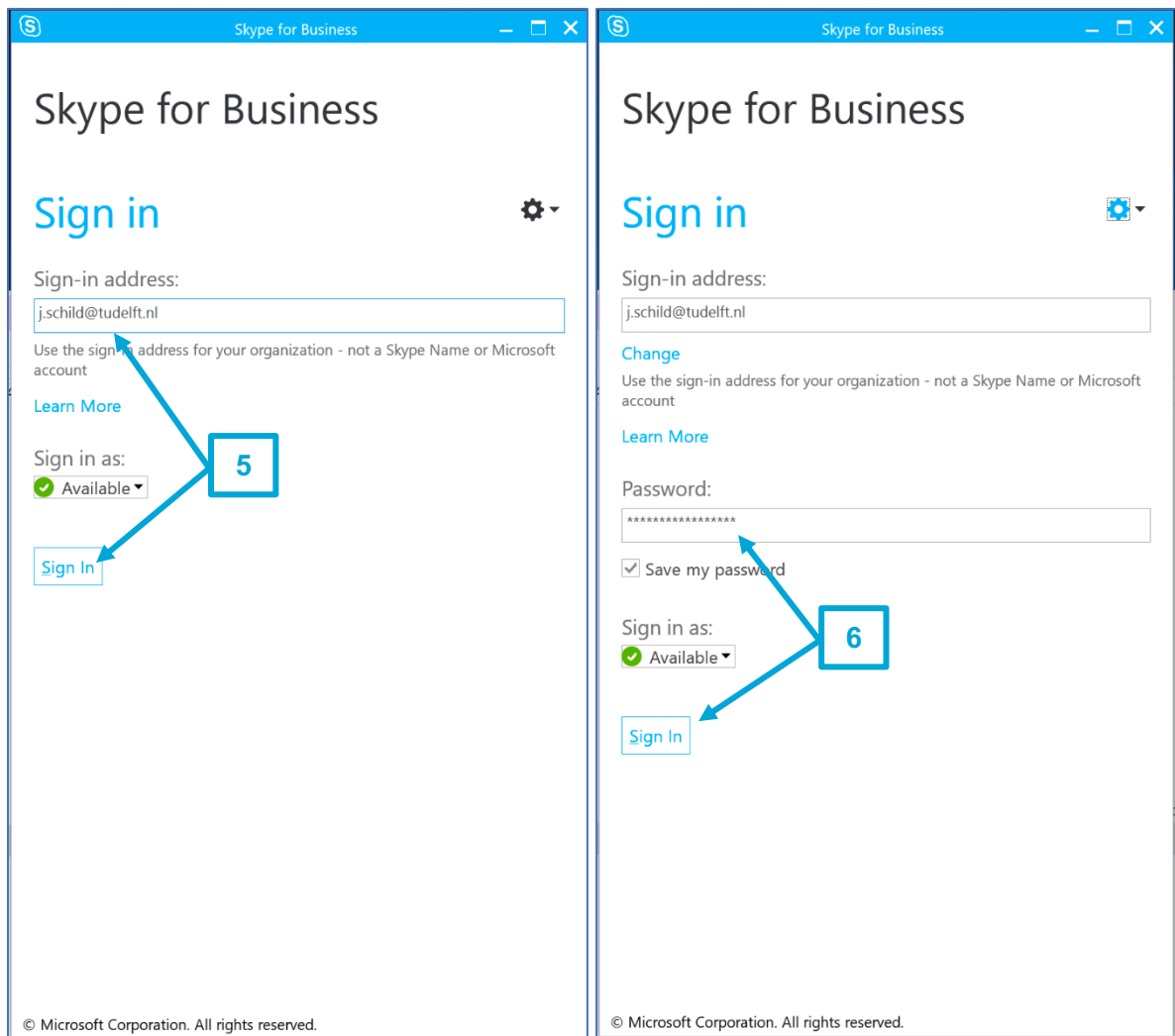
1. Search for the Skype for Business application on your Windows computer (use the Search icon in the taskbar or open Start and start typing)
2. Start the Skype for Business application (double click).



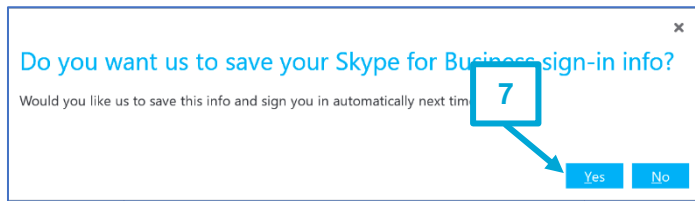
3. Choose **Install updates only**
4. Click **Accept**



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



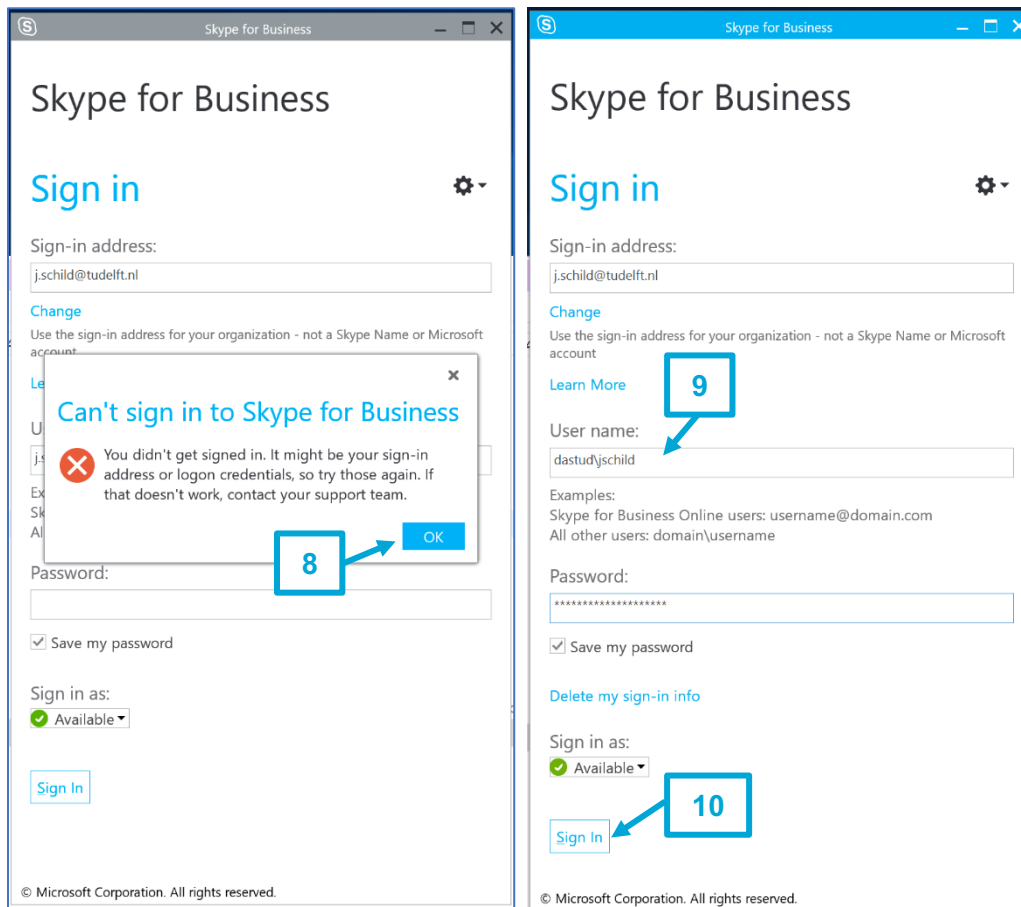
7. Click **Yes**



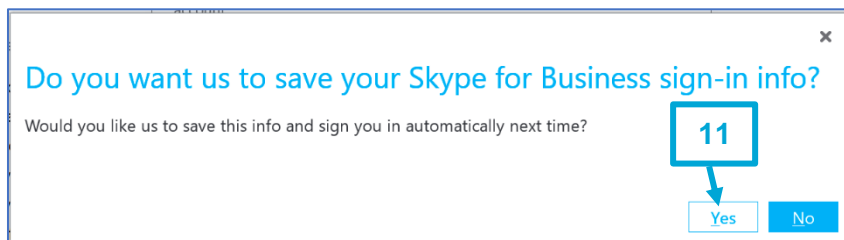
8. Skype for Business will display an error. This is normal. Please click **OK** to provide your username.

9. Provide your username (*dastud\<NetID>*)

10. Click **Sign in**



11. 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/>