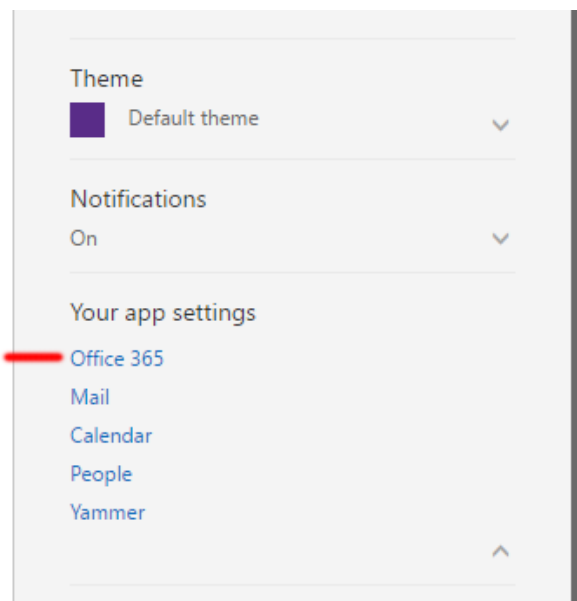


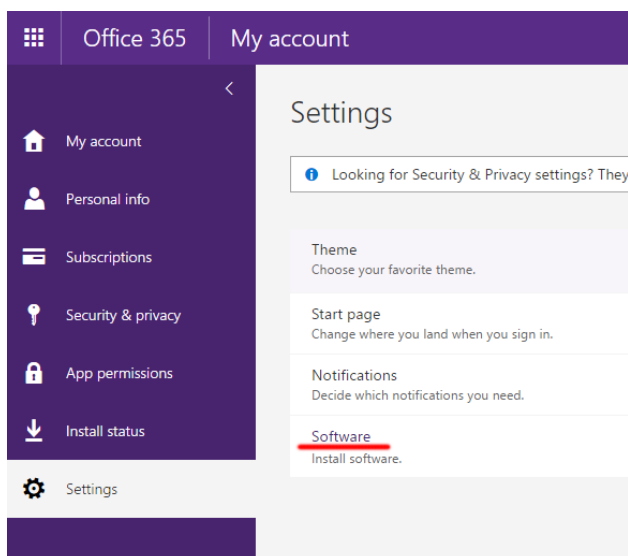
Installing Skype for Business

Personally Owned Machines

1. Login in to Office365 at Email.wcu.edu
2. Once logged in, access the Office365 settings in the upper right corner of the browser window (**Gear Icon**) and select the **Office 365** link under the Your app settings section.



3. On the following page, locate and click the **Software** Option under Settings.



4. On the following screen, select **Skype for Business** in the left hand menu, and then **Install** under the option for Skype for Business Basic

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Skype for Business

Install Skype for Business Basic. (For Office 2016)

Get instant messaging, audio and video calls, online meetings and presentations, availability information, and sharing.



Skype for
Business
Basic

Language:

English (United States) ▼

Version:

32-bit (Recommended) Advanced

[Review system requirements](#)

Install

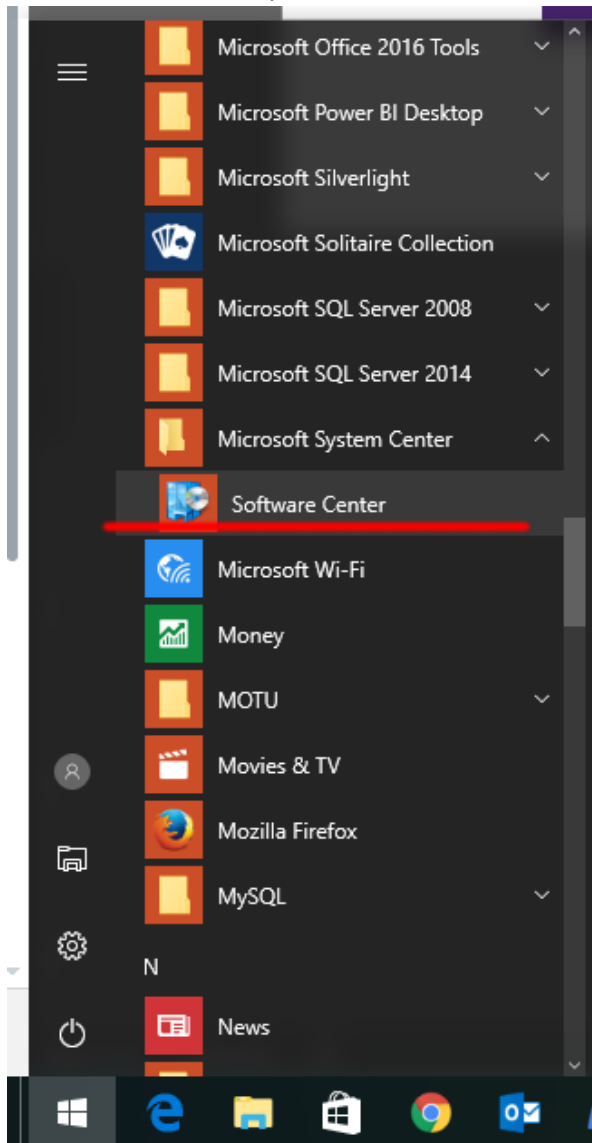
5. Download and run the file to install Skype for Business.

WCU Owned Machines

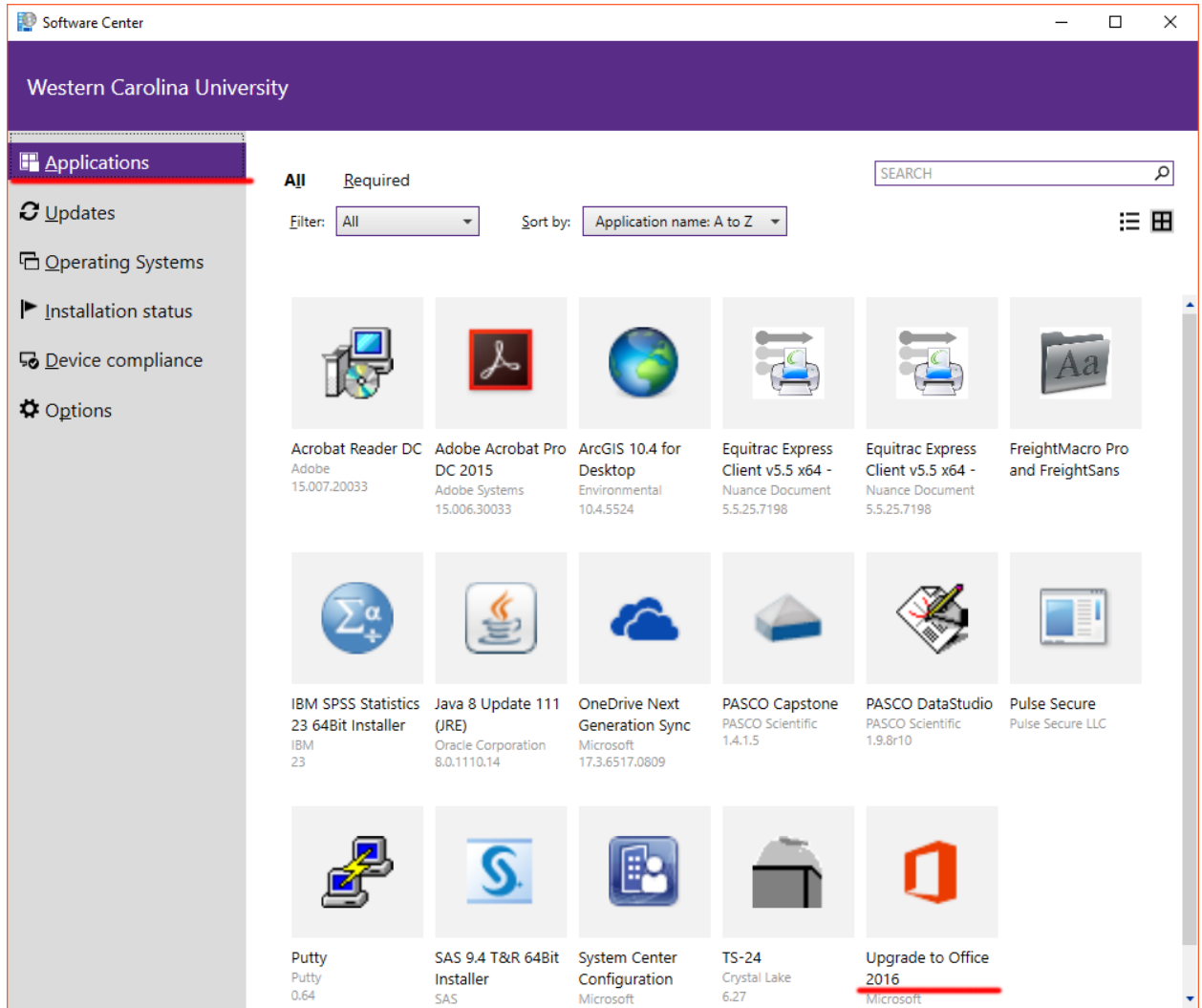
Windows Computers

To get Skype for Business on their WCU owned machines, we are recommending Windows users proceed with an upgrade to Office 2016. This upgrade will update all of the Microsoft Office applications to the newest version, and will ensure the correct version of Skype for Business is Installed. Users who have Office 2016 installed should already have a recent version of Skype for Business installed.

1. To upgrade to Office 2016, open your start menu and select the Software Center Option, found under the Microsoft System Center folder



- Once Software Center launches, Click the Applications tab and locate the Upgrade to Office 2016 workflow.



3. On the Application screen, click Install to begin the upgrade process*

[Applications](#) > [Application Details](#)



Upgrade to Office 2016

Published by Microsoft

Install

This application will upgrade your computer to Office 2016. Please save and close all open office applications

Status: **Installed**
Version: 2016 x64-Bit
Date published: 8/5/2016

Restart required: **Might be required**
Download size: 952 MB
Estimated time: **Not specified**
Total components: 1
Date Modified: 12/21/2016

*This process will happen in the background but we recommend allowing 30-40 minutes uninterrupted time for this install to complete before powering off your computer. As part of the installation, any older versions of Office are uninstalled prior to the installation of Office 2016.

Apple Computers

1. Open Self Service on your computer. Detailed instructions on how to navigate to Self Service can be found here: [How do I Install Software Using Self Service on macOS and Windows.](#)
2. Locate and click on the install button below the application entitled Skype for Business. Clicking this button will begin the installation process. It will also uninstall any older versions of Microsoft Lync or Microsoft Communicator that you have installed on your computer.

