



## Skype for Business

How to Download Skype for Business for Office 365

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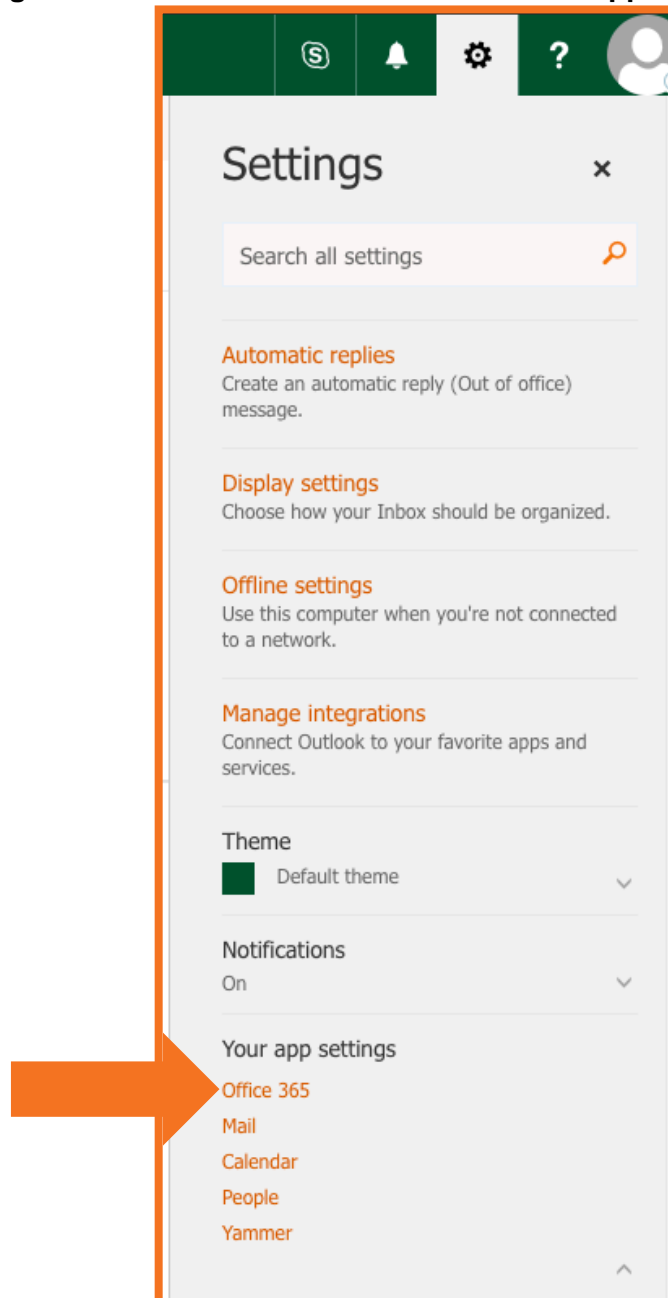
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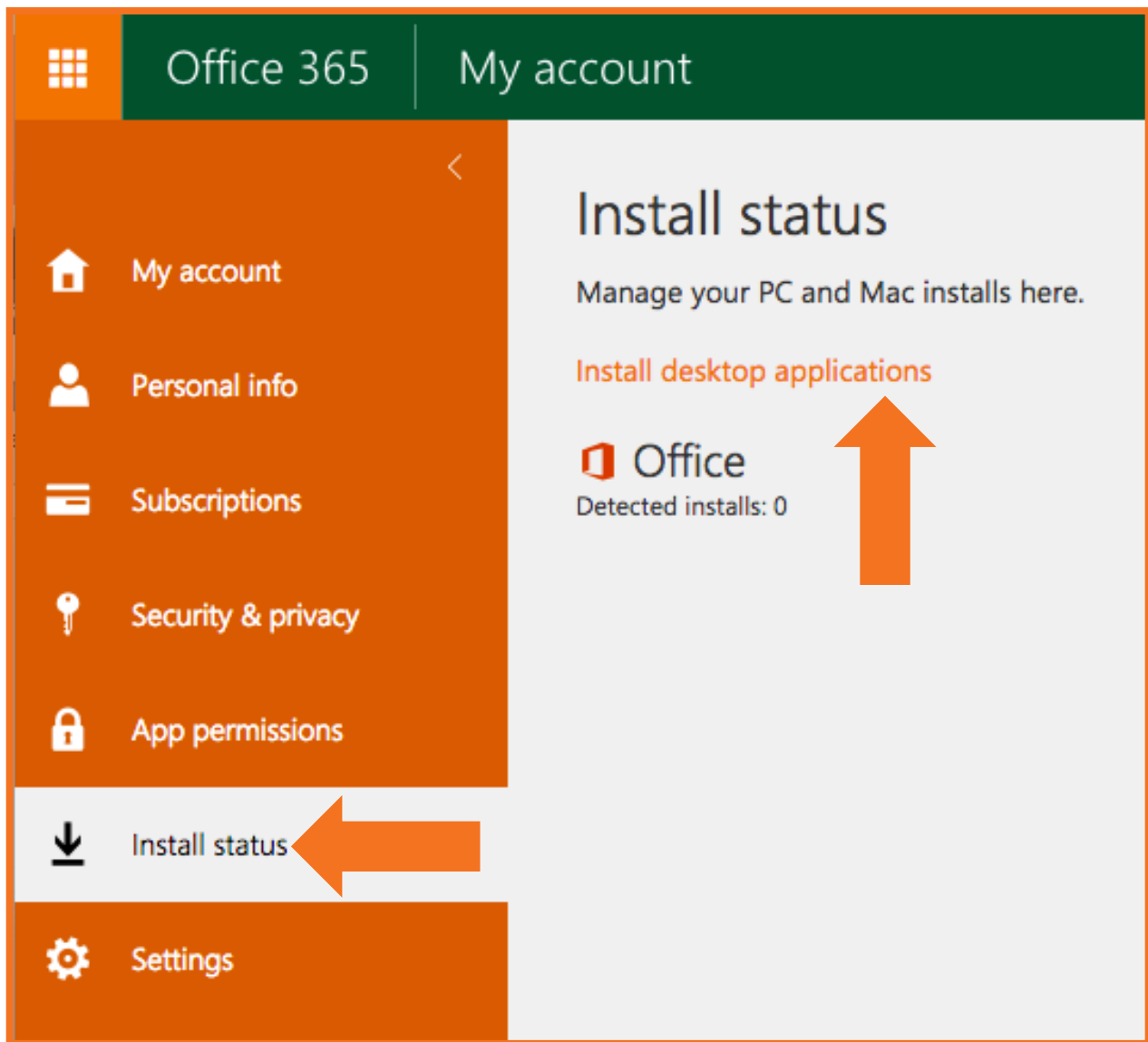
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1. In a web browser, go to <http://email.miami.edu> and sign into your personal email account.
2. Click the **gear** icon and select Office 365 under “**Your app settings.**”



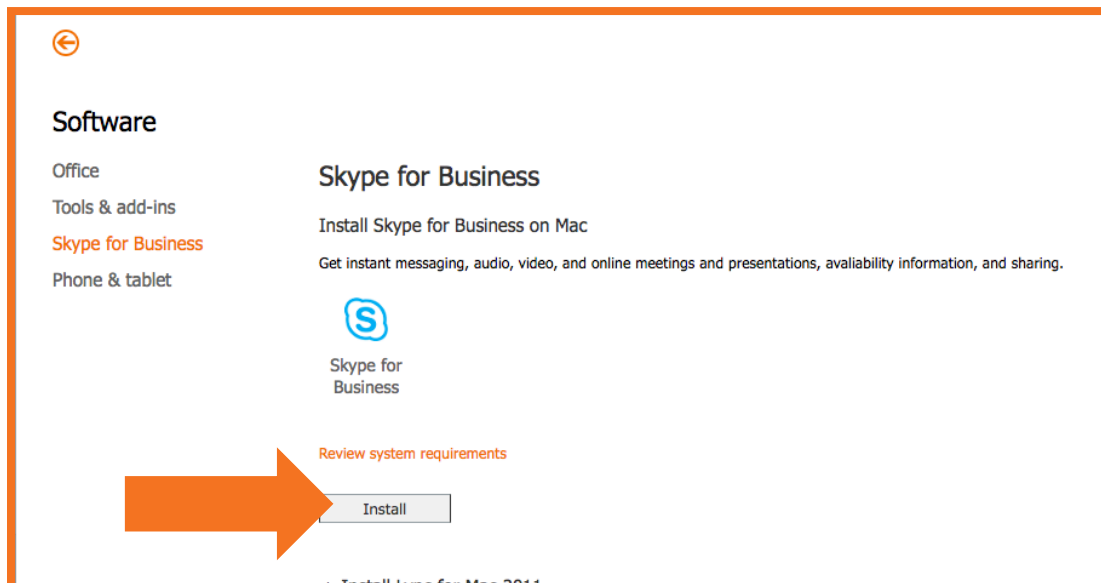
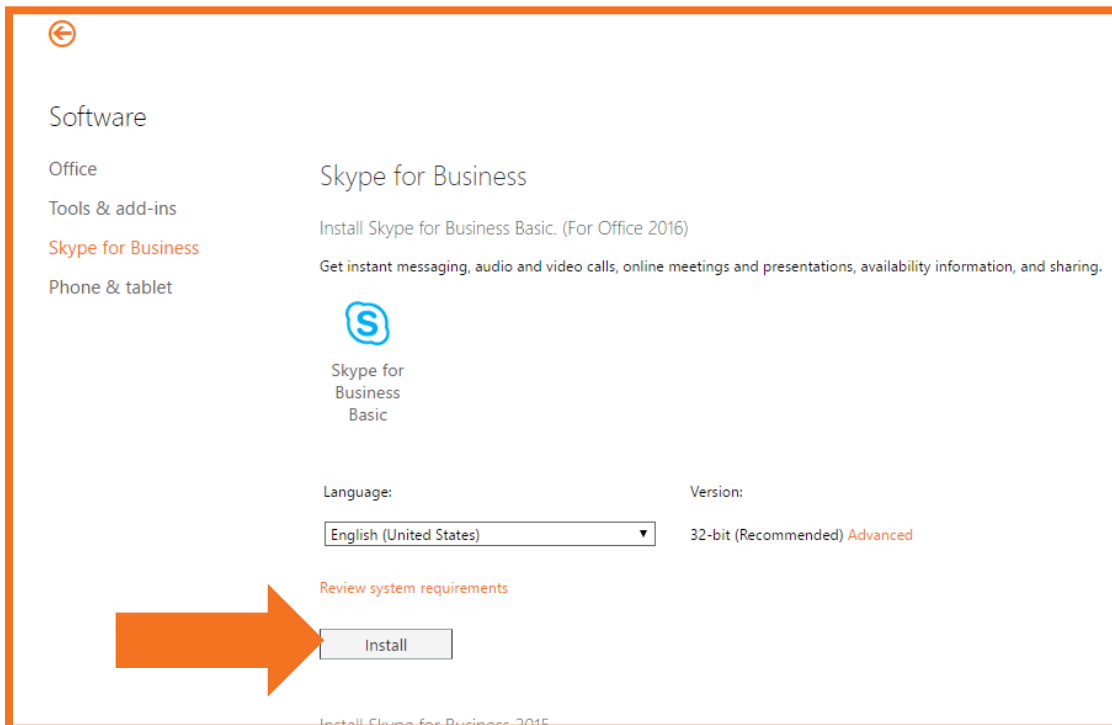
3. On the page that appears, select **Install Status** on the left.
4. Select **Install desktop applications**.



5. Select **Skype for Business** from the Software heading on the left.



6. Click the Install button underneath the version of Skype you wish to install.
- For PCs, select **Skype for Business Basic (For Office 2016)** or **Skype for Business 2015** if you do not have Office 2016.
  - For Macs, select **Skype for Business on Mac**.



7. The setup file will download. Launch the program to begin the install.
8. Follow the prompts to complete the install.

