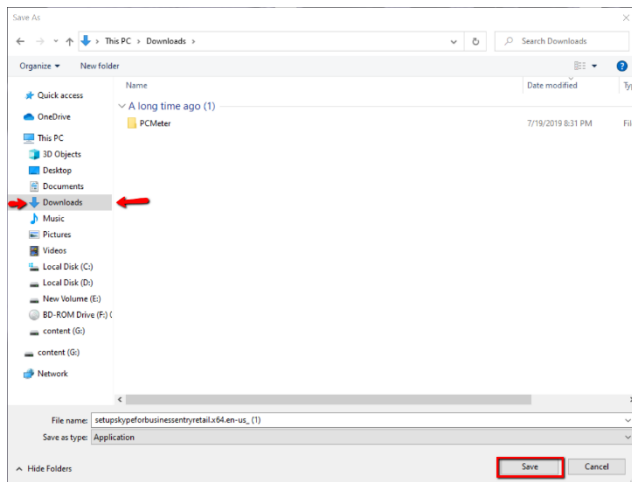


HOW TO INSTALL SKYPE FOR BUSINESS

*Rio Salado
Information
Services*

Installing Skype for Business

1. Download the **Skype for Business Stand Alone 64-bit Application**
 - Windows users: Go [here](#)
 - Mac users: Go [here](#)
2. Save the file to your computer. (Downloads folder recommended)



3. Open the downloaded file.
4. Follow the prompts to complete the installation.
 - Mac users will be prompted to allow Skype access to control System Events. You must agree for the application to install properly.

Logging into Skype for Business

1. After opening Skype for Business enter your username and password.

- Staff and Faculty:

Username: firstname.lastname@internal.riosalado.edu

Password: Rio Salado password

- Adjunct faculty

Username: meid@external.riosalado.edu

Password: Rio Salado password

*Note that it can take up to a minute for the system to log in.

Skype for Business

Sign in

Sign-in address:
first.last@internal.riosalado.edu

[Change](#)
Use the sign-in address for your organization - not a Skype Name or Microsoft account
[Learn More](#)

Password:

Save my password

[Delete my sign-in info](#)

[Need help signing in?](#)

Sign in as:
Available

[Sign in](#)