

# Skype for Business: Mac Quick Start

Welcome to Skype for Business. At JCU you can use Skype for Business to connect with co-workers on any JCU Campus and start conversations with instant messaging (IM), voice, or video calls.

## Install

### JCU Computers

1. Skype for Business can be installed from the **Parallels Application Portal**, located in the Applications folder on JCU owned and imaged Mac's. If Skype fails to install, please log a job via [Service Now](#) to request assistance.

### Personal Computers

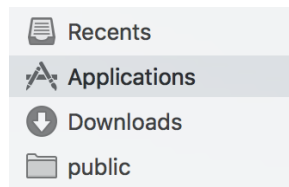
1. Go to <https://www.microsoft.com/en-us/download/details.aspx?id=54108> Select language and click **download**.
2. **Open** the Skype for Business Installer. **Click** continue, agree to the software licence and install using the default settings.



SkypeForBusiness  
sinstall...0.77.pkg

## Log-In

1. **Double click** the **Skype for Business** icon in the applications folder, to launch. The application can be added to the dock for quick access.



Skype for Business.app

2. **Login** with a JCU email address and password when Skype for Business launches.



Enter your Email Address

Use the sign-in address for your organization - not a Skype Name or Microsoft account

Advanced Options

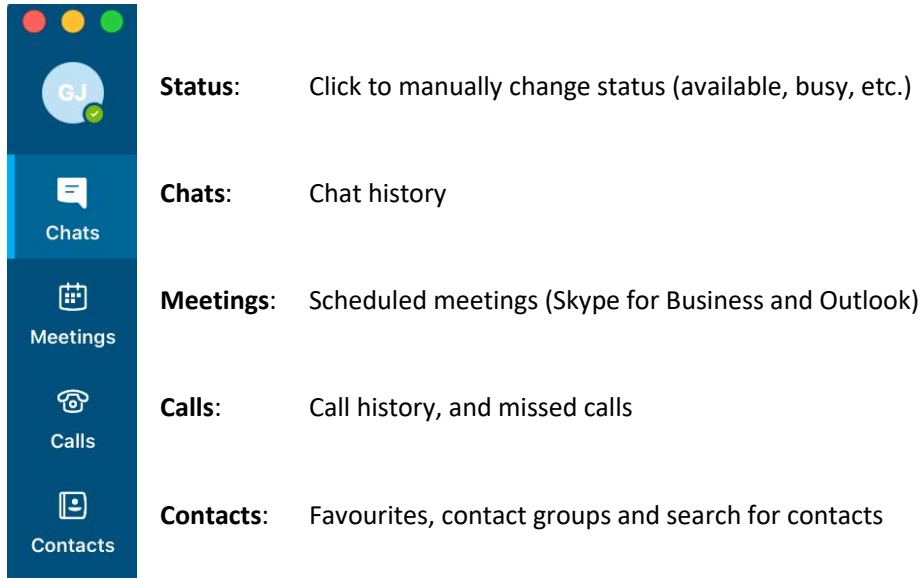
Need help signing in?

Continue

Once logged in, Skype for Business is ready for use.

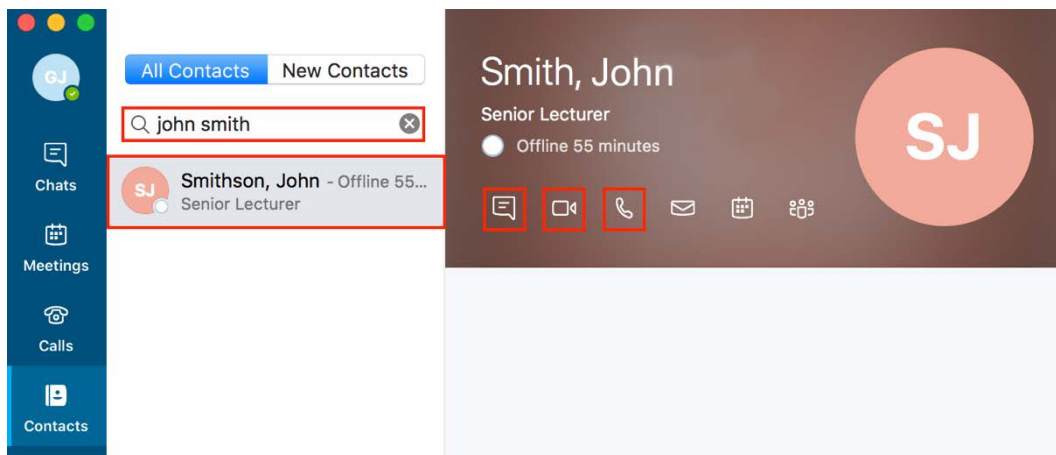
# Skype for Business Menu

The left menu is used to navigate between Chats, Meetings, Calls and Contacts.



## Messaging and Calls (Video or Voice)

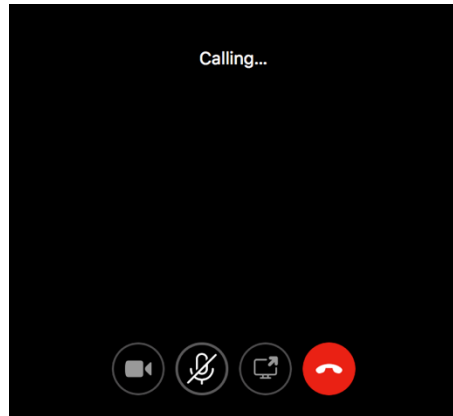
1. **Click** contacts on the left menu.
2. **Enter** the name of the JCU staff member in the search bar.
3. **Click** on the person's name



4. **Select:**
  - a. Instant message (IM)
  - b. Video call
  - c. Voice call

## In-Call Options

During Skype for Business video or voice sessions, in-call options are displayed along the bottom of the window.



Video: Toggle video on/off



Mute: Toggle sound on/off



Share screen: Start/stop screen sharing (allow others to view your screen)



End Call: Ends the call

## Support

Please log a job via [Service Now](#) to request assistance in setting-up or using Skype for Business on your JCU computer.