<u>Step 1</u>: Go to <u>www.office.com</u>. Click on the sign in button in the middle of the page.



Step 2: Sign in using your Purdue e-mail credentials - username@purdue.edu and your non-Boilerkey password.

<u>Step 3:</u> On your Office 365 Dashboard page, click on your picture or the circle in the top right corner.

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<u>Step 4</u>: A drop-down menu will appear. Click on the **My Account** link.



<u>Step 5:</u> Click on the **Apps and Devices** link on the left side of the page.



<u>Step 6</u>: Click the **Install Skype** button. *Do not change any of the preferences, unless you need to change the language.*

Skype for Business			
Language	Version	Edition	Install Skype
English (United States)	64-bit 🗸	Skype for Business Basic. 🗸	

Step 7: Follow the instructions to download Skype for Business. *You'll need a consistent internet connection to download.*

Step 8: If on windows open the start menu to find Skype for Business. If on Mac, open Finder \rightarrow Applications to find Skype for Business.

<u>Step 9</u>: When you open Skype for Business, it asks you to sign in, use your Purdue e-mail address to do so.