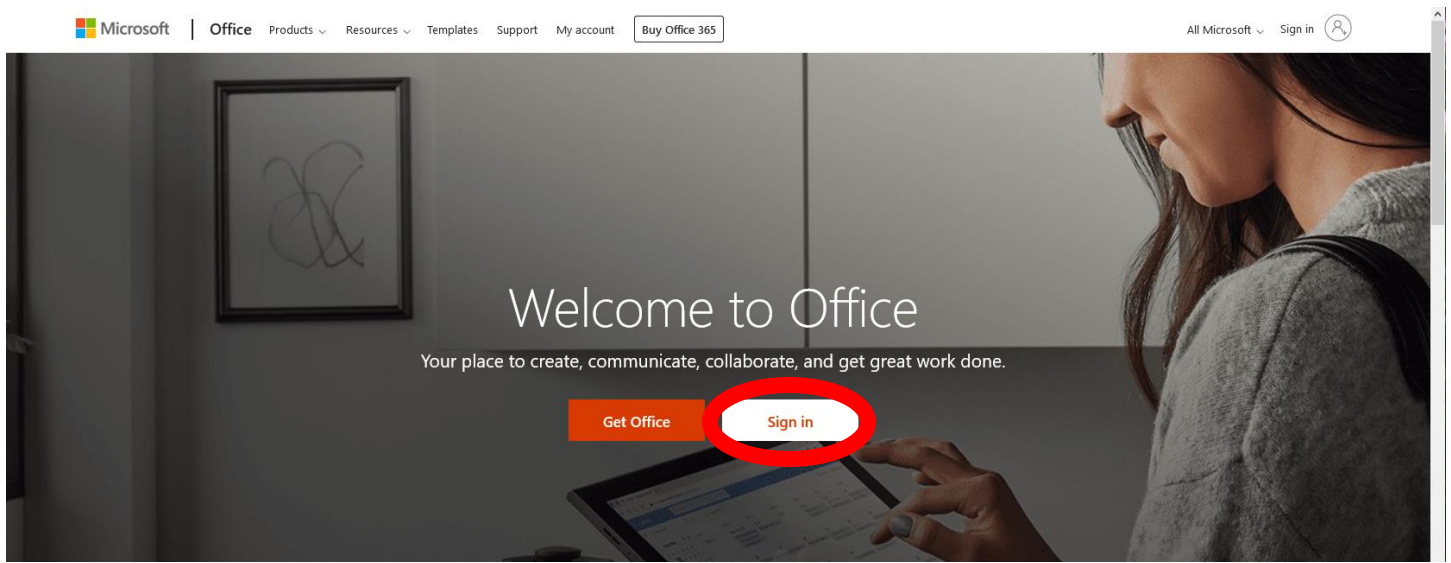


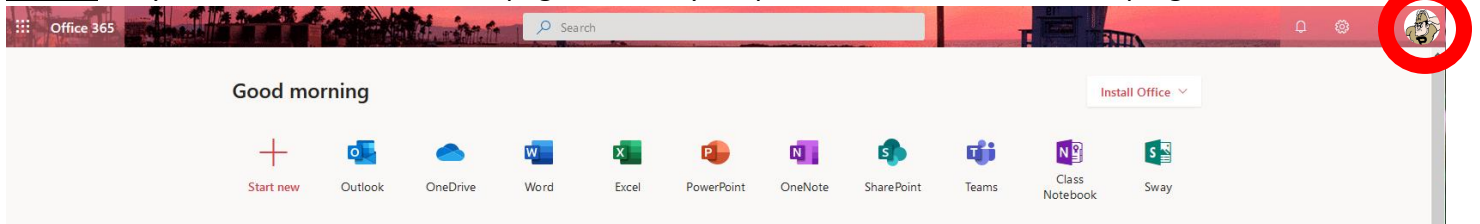
For Students - How to Access Skype for Business

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

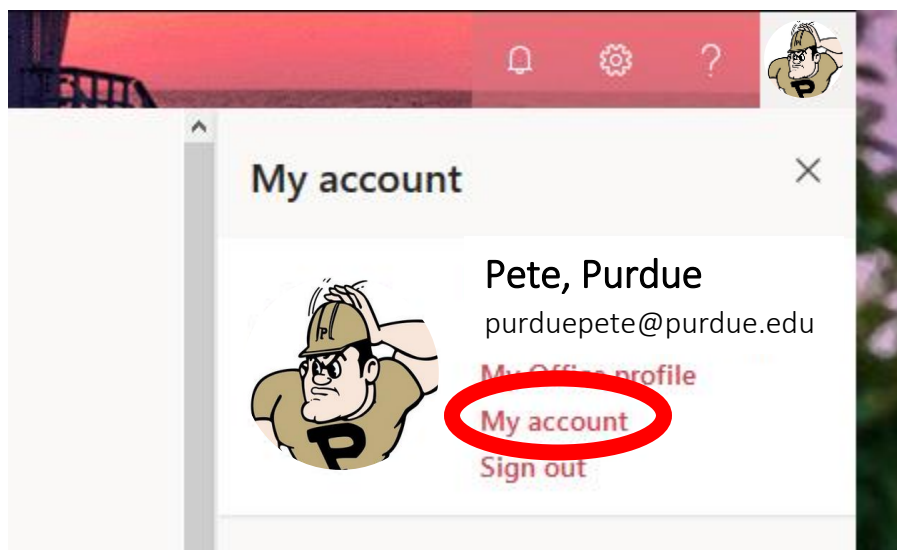


Step 2: Sign in using your Purdue e-mail credentials - username@purdue.edu and your non-Boilerkey password.

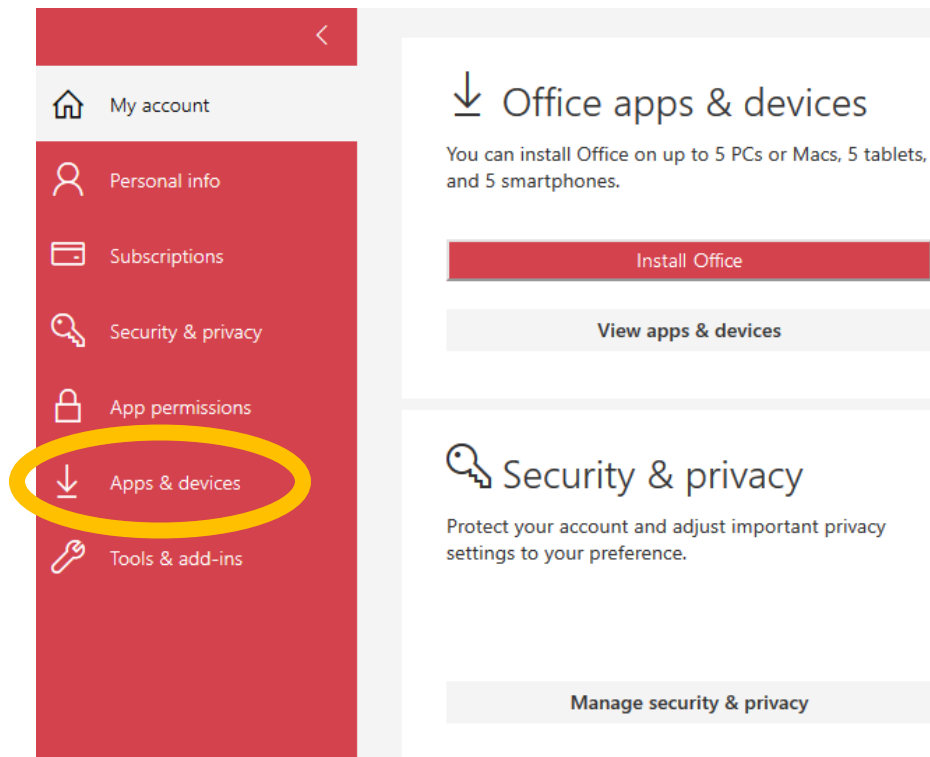
Step 3: On your Office 365 Dashboard page, click on your picture or the circle in the top right corner.



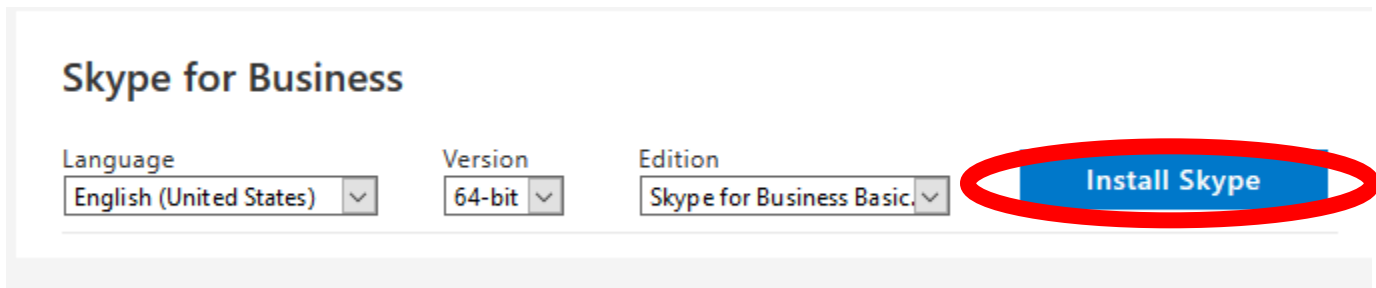
Step 4: A drop-down menu will appear. Click on the **My Account** link.



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



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



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 → Applications to find Skype for Business.

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