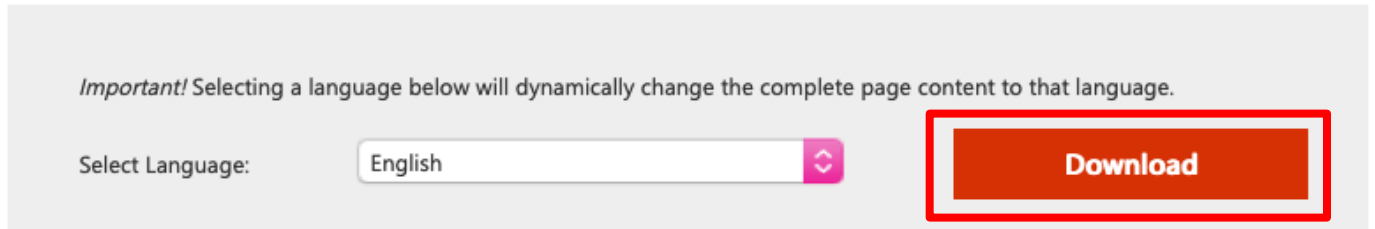


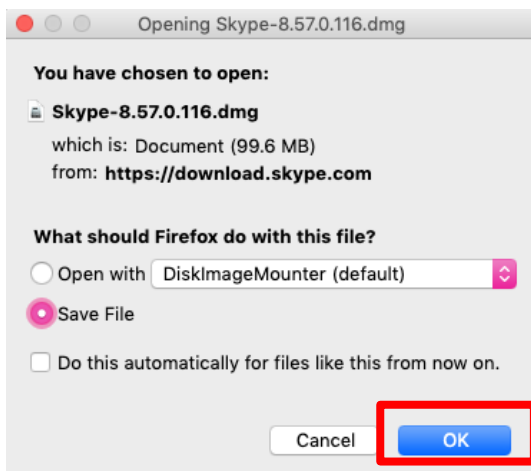
DOWNLOAD SKYPE FOR BUSINESS – MACBOOK COMPUTER

1. BEGIN by going to: <https://www.microsoft.com/en-us/download/details.aspx?id=54108>
2. On the website, select your language, and then choose "Download".

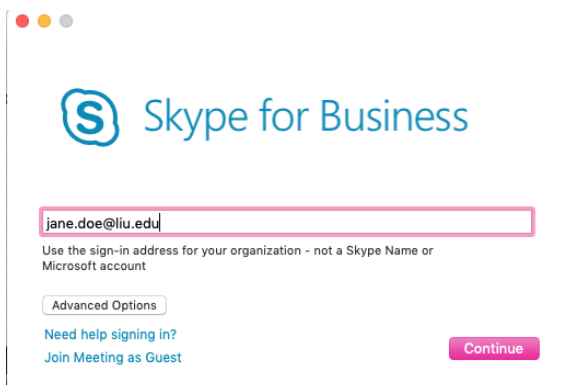
Skype for Business on Mac



3. From here, select the "Save File" button, followed by "OK".



4. Once downloaded, open the Skype for Business application, and type in your full LIU email address where it states "Enter your Email Address".



5. Then, select "Advanced options".

The screenshot shows the Skype for Business sign-in interface. At the top, the Skype logo and 'Skype for Business' text are visible. Below this is a text input field containing 'jane.doe@liu.edu'. Underneath the input field, there is a note: 'Use the sign-in address for your organization - not a Skype Name or Microsoft account'. Below the note, there are three buttons: 'Advanced Options' (highlighted with a red box), 'Need help signing in?', and 'Join Meeting as Guest'. At the bottom right, there is a 'Continue' button.

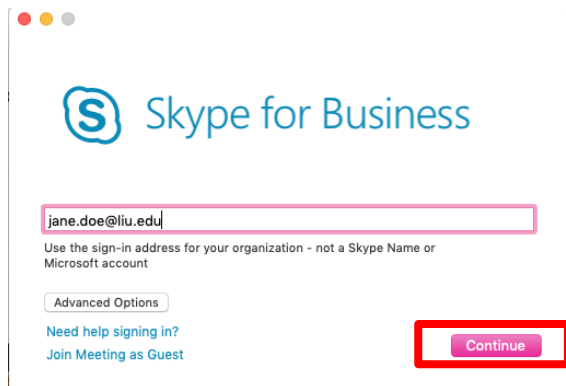
6. From this screen, locate the "User Name" and enter **liunet** followed by your LIU username as pictured below.

The screenshot shows the 'User Name' configuration screen. The 'User Name' label is at the top left. Below it is a text input field containing 'liunet\jdoe', which is highlighted with a red box. Below the input field, there is a note: 'Skype for Business online users: username@domain.com' and 'All other users: domain\username'. Below the note, there is a checked checkbox labeled 'Auto-Detect Server'. Below this are three input fields: 'Internal Discovery Address', 'External Discovery Address', and 'HTTP proxy'. Under the 'HTTP proxy' section, there are three more input fields: 'HTTP proxy Domain', 'HTTP proxy User Name', and 'HTTP proxy Password'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

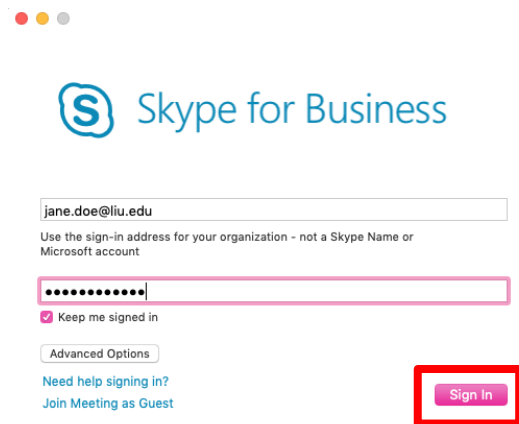
7. Then, select the "Save" to get back to the sign in screen.

This screenshot is identical to the previous one, showing the 'User Name' configuration screen. The 'User Name' input field contains 'liunet\jdoe'. The 'Auto-Detect Server' checkbox is checked. The 'Save' button at the bottom right is highlighted with a red box.

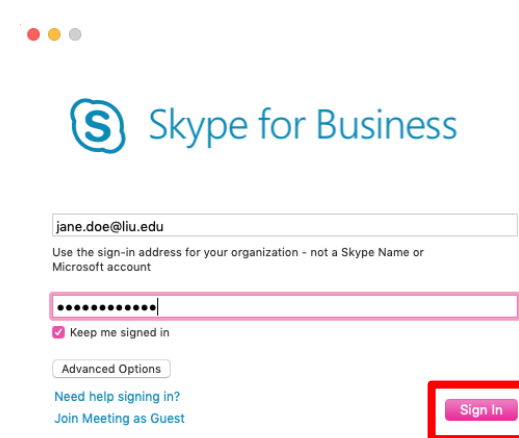
8. Once you are back to the main screen, select continue.



9. From here, type in your LIU password where it states "Enter your password".



10. From there, select "Sign In".



You are now logged into Skype for Business on your MacBook computer.