Installing and Using Skype for Business (formerly Lync) on a Windows PC

Microsoft’s Office365 subscription includes access to its Skype for Business program, formerly known as Lync. It is a largely text-based social platform, geared towards intra-office communication via instant messages and file sharing, but also including options for presentations, video calls, and voice calls. Skype for Business comes standard with Office 2013; it simply needs to be activated.

Installing Skype for Business:

1. To activate Skype for Business on your PC, first navigate to your Add/Remove Programs screen. On a Windows 7 or Windows 10 PC, you can click the Start button in the lower left-hand corner of your screen, and type “Add or Remove Programs” into the search bar. On an Windows 8 PC, you can move your mouse to the top right-hand corner of your Desktop to open the Search bar, and type “Add or Remove Programs” into it.

2. In the window, find Microsoft Office Professional Plus 2013, and highlight it. An option should appear at the top of the screen called “Change.” Click this option.

3. A new window will appear, and say that Setup is preparing the necessary files. It then goes to another screen (pictured on next page); select Add or Remove Features from the list and click Continue.
4. Scroll to Microsoft Lync, and click the button to the left of it. Select Run from My Computer, then Continue (located at the bottom of the screen).

5. The installation process may take several minutes. Once finished, click “Close.”

Signing into Skype for Business:

1. Open Skype for Business on your computer.
2. In the sign-in box, enter your credentials in the form NetID@furman.edu, and press “Sign In.”

3. You will be taken to your new Contacts list.