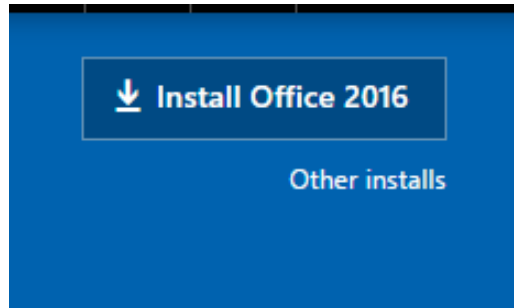


To download Skype for Business, go to office.villanova.edu. Click on Other Installs on the far right of the page.



Once in the download window, click on Skype for Business on the left. Here, you can install Skype for Business without downloading the entire Office suite.

## Software

Office

Tools & add-ins

**Skype for Business**

Phone & tablet

## Skype for Business

Install Skype for Business Basic. (For Office 2016)

Get instant messaging, audio and video calls, online meetings and presentations, availability information, and sharing.



Skype for  
Business  
Basic

Language:

English (United States) ▼

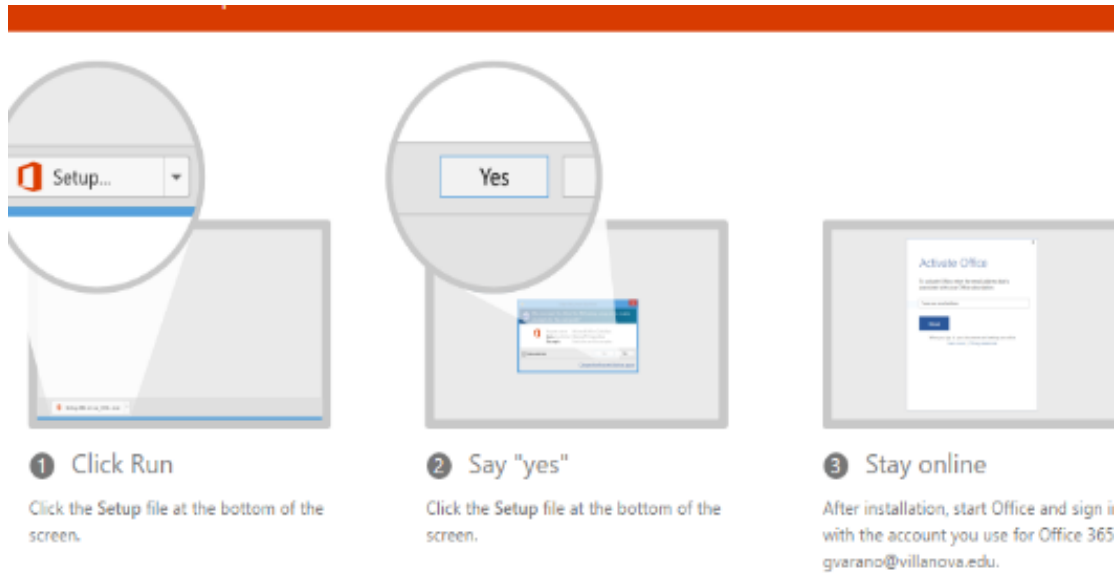
Version:

32-bit (Recommended) [Advanced](#)

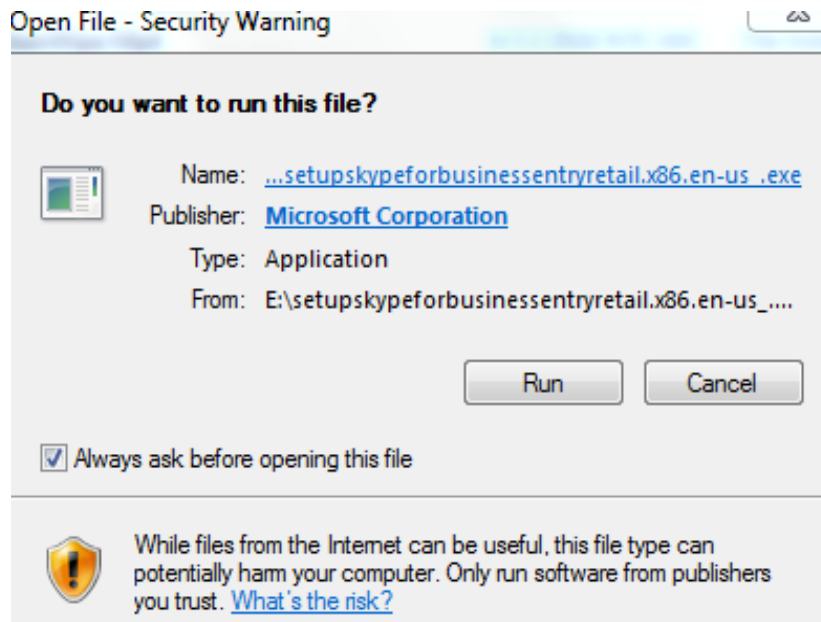
[Review system requirements](#)

Install

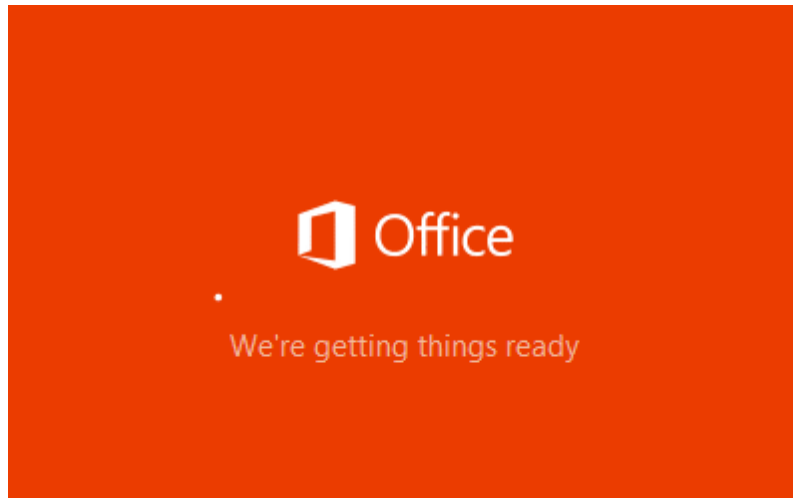
You will then be prompted with instructions on downloading the Office suite. Depending on your browser, the download will either be on the bottom of the screen or in your download folder.



When prompted, please click Run to the following box, then Yes to start the download.



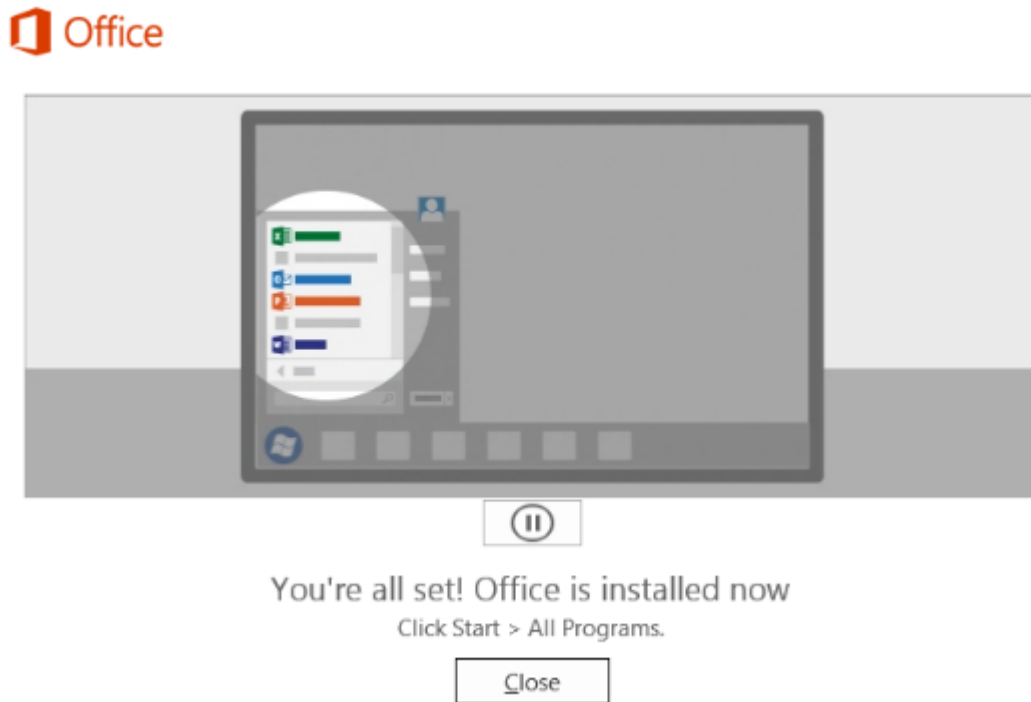
Once done, the Skype download will begin.



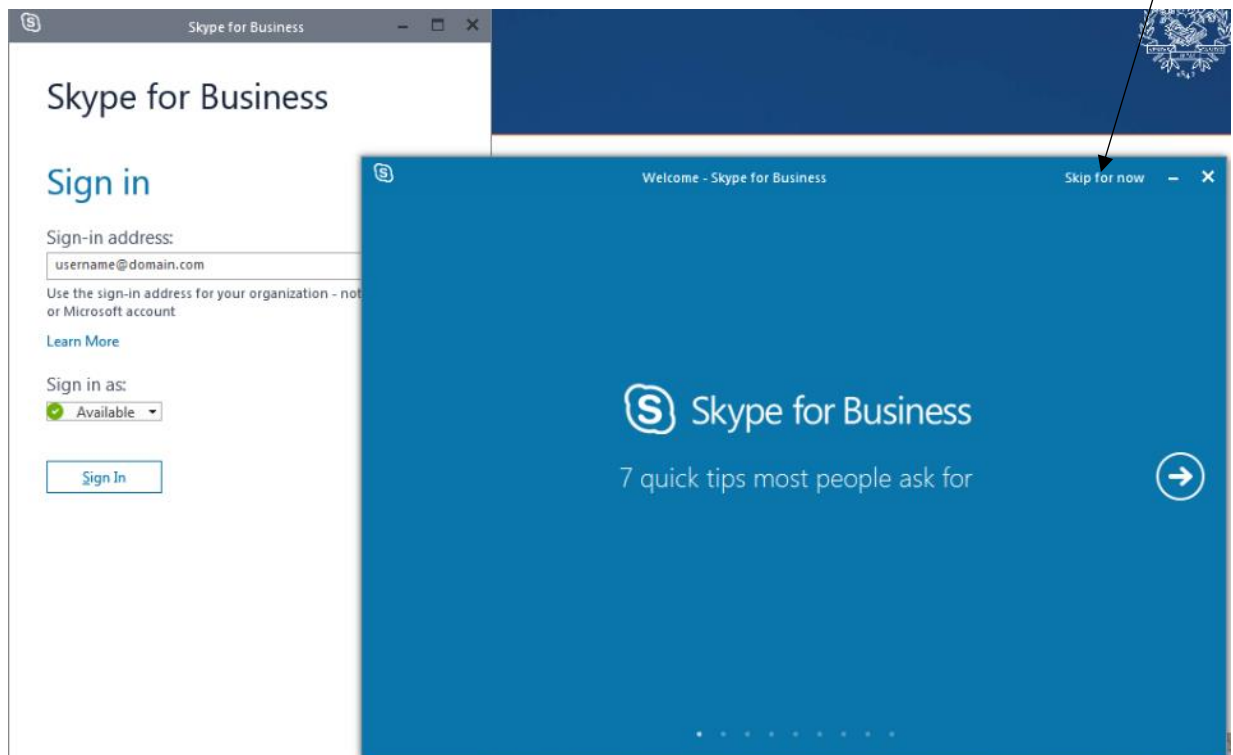
Once done, you will see the install and track its progress.



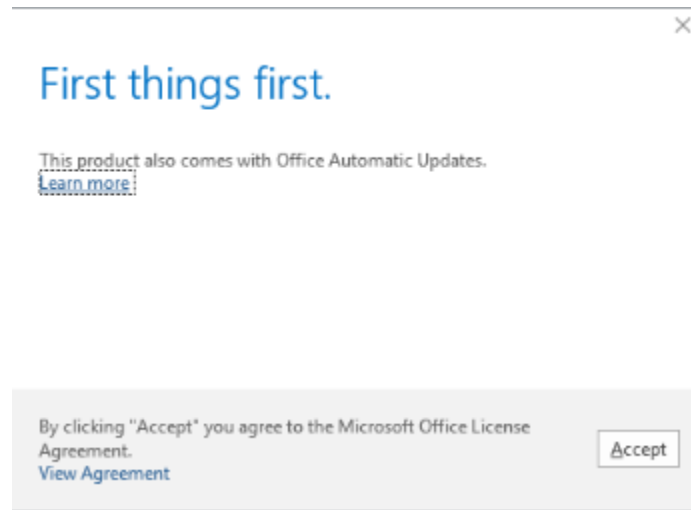
When completed, the following prompt will appear.



When opening Skype for Business, there will be a tutorial on the usage of Skype. You can click Skip for now and begin signing in with your Villanova email address.



If prompted to accept Automatic Updates, click Accept.



When asked to sign in, you would want to sign in with [username@villanova.edu](mailto:username@villanova.edu) ([jdoe01@villanova.edu](mailto:jdoe01@villanova.edu))

## Skype for Business

### Sign in



Sign-in address:

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

[Learn More](#)

[Delete my sign-in info](#)

Sign in as:

Available ▾