

Install Skype for Business basic on a personal computer

1. To find the install, browse to <https://support.office.com/en-us/article/install-skype-for-business-8a0d4da8-9d58-44f9-9759-5c8f340cb3fb> and click **Download and install Skype for Business Basic**

Windows

Mac

Install Skype for Business on Windows

Download and install Skype for Business with Office 365



Install Skype for Business with Office 2007, 2010, or 2013



Download and install Skype for Business Basic, the free download



Skype for Business Basic is a free download that has a minimum set of features: instant messaging (IM), audio and video calls, online meetings, availability (presence) information, and sharing capabilities.

▪ [Download and install Skype for Business Basic](#)

2. Click **Download**

Microsoft Skype for Business Basic

Important! Selecting a language below will dynamically change the complete page content to that language.

Select Language:

English



Download

3. Check the second option and click **Next**

Choose the download you want

<input type="checkbox"/> File Name	Size
<input type="checkbox"/> LyncEntry_bypass_ship_x64_en-us_exe\lyncentry.exe	448.1 MB
<input checked="" type="checkbox"/> LyncEntry_bypass_ship_x86_en-us_exe\lyncentry.exe	382.0 MB

Download Summary:
KBMBGB

1. LyncEntry_bypass_ship_x86_en-us_exe\lyncentry.exe

Total Size: 382.0 MB

Next

4. Accept terms and click Continue

Read the Microsoft Software License Terms

To continue you must accept the terms of this agreement. If you do not want to accept the Microsoft Software License Terms, close this window to cancel the installation.

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Continue

5. Click **Install Now**
6. When you get to screen where it says Continue Online, click **Close**



Thank you for installing Skype for Business Basic 2016. To begin, open Start and go to your Office programs.

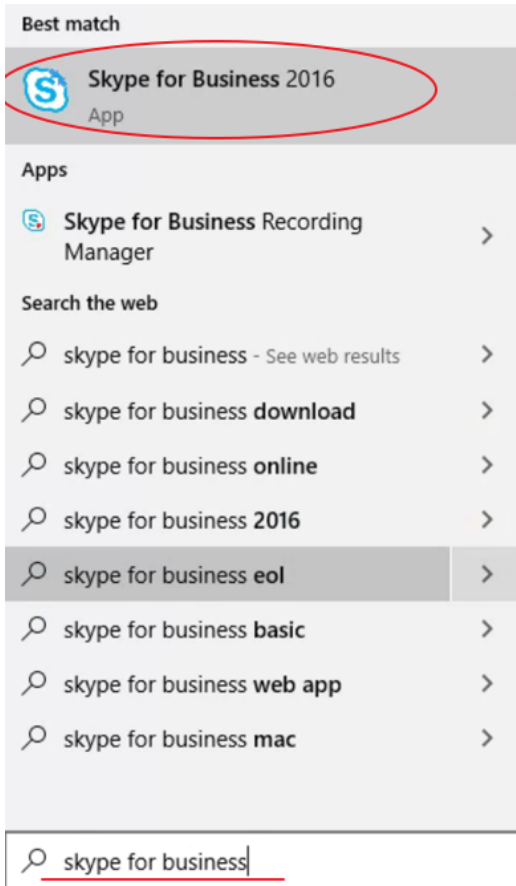
Complete your Office experience

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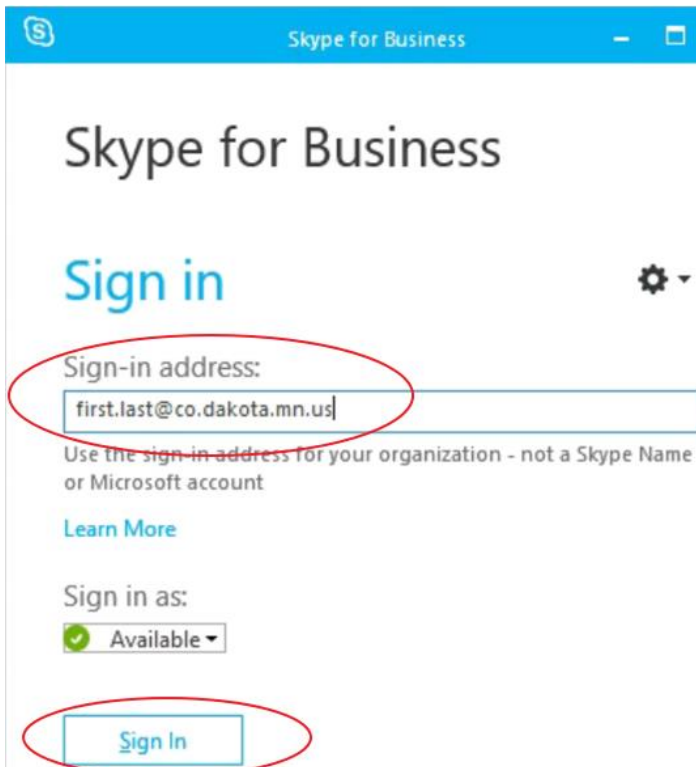
[Continue Online](#)

[Close](#)

7. Click your Start/Windows icon, search for *Skype for Business*, and click the **Skype for Business 2016** icon



8. Enter your email address and click **Sign In**



9. Enter Your Dakota County network password and click **Sign In**

Password:

Save my password

Sign in as:

10. A screen may pop up asking if you want to save your sign in info.
- If you click yes, you won't have to enter your credentials next time you open Skype.
11. Basic limitations of Skype Basic (home edition):
- Manage team call settings
 - Manage delegates
 - Handle another's calls if configured as a delegate
 - Manage a high volume of calls
 - Initiate a call to a Response Group
12. Advanced limitation of Skype Basic (home edition)
- Call park
 - Change greeting
 - Group call pickup
 - Set call forwarding