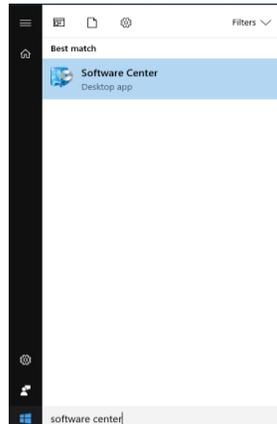
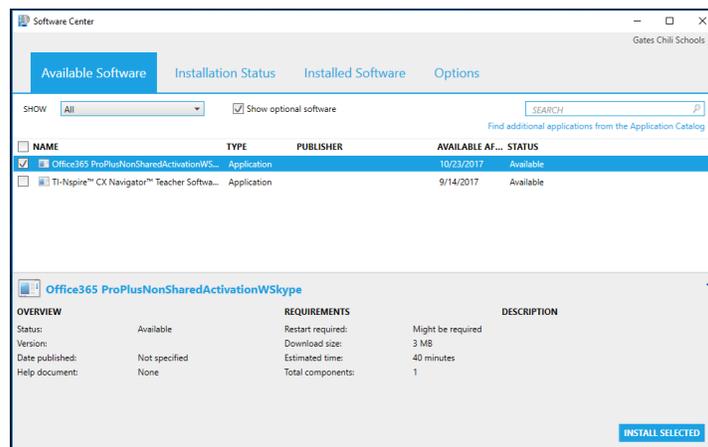


Download Instructions for SKYPE on Teacher and Admin Devices

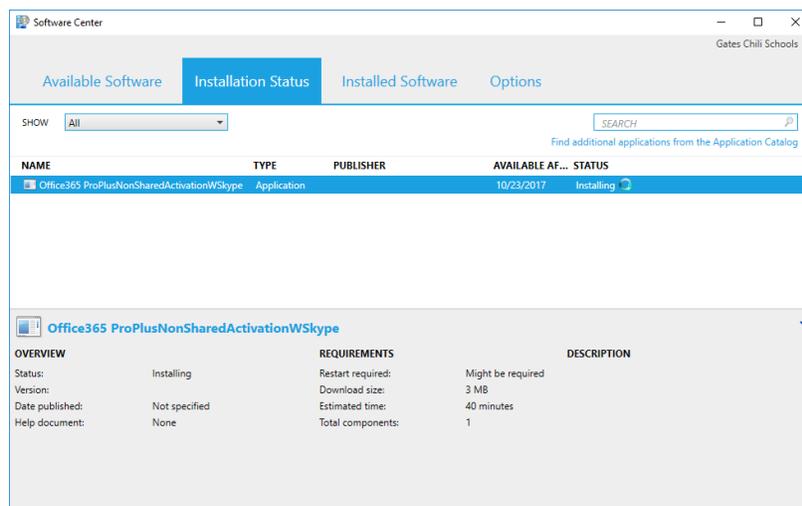
1. Before you start this process, close all office applications (Word, Excel, PowerPoint, Access and Publisher).
2. The search bar near the windows button in the bottom left of the screen, type “Software Center” and select the Software Center Program.



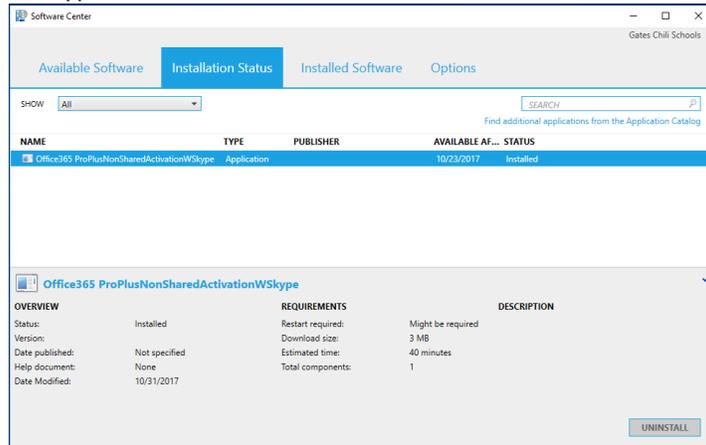
3. Select the software which needs to get installed from the list and click “Install selected” on the bottom right corner.



4. You can monitor the progress of the installation



- Once completed, you can close the Software Center and start using the new office365 configuration with Skype.



- Once Skype is installed the default settings will open skype every time you turn on your computer.

If you restart your device right now you will see Skype pop up.

OR

if you select the windows button on the bottom left corner  you can look at your apps and under "S" you will see Skype for Business.

Once Skype is launched to change this setting, find the settings Gear on the right side of the



Skype for business window when you open it up.

- Click on the Gear and a pop up box appears – on the left side click on "personal"
- Uncheck the box that says "automatically start the app when I log on to Windows"

