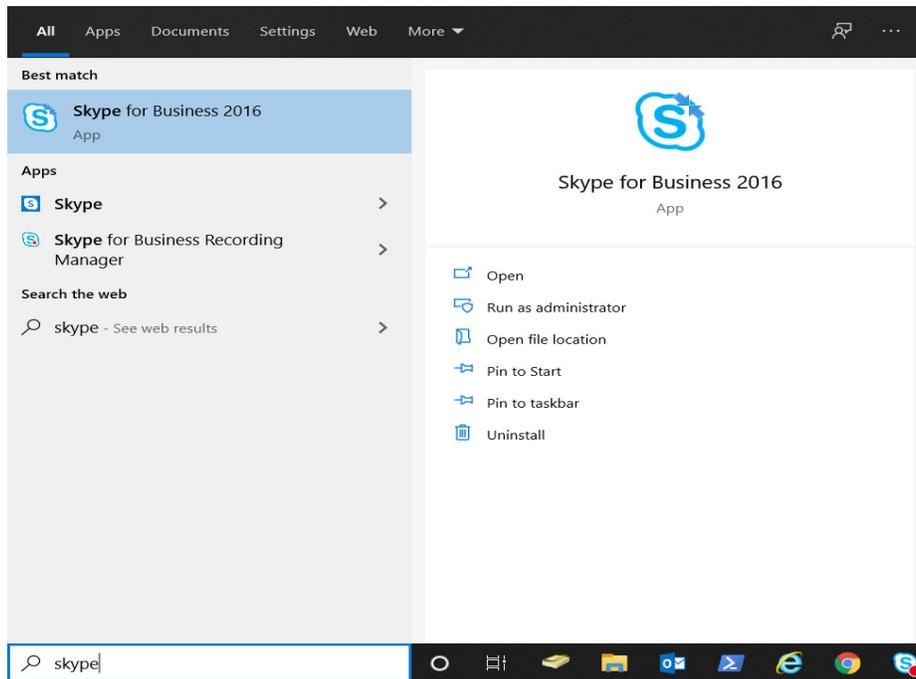


## Remotely Accessing Skype for Business

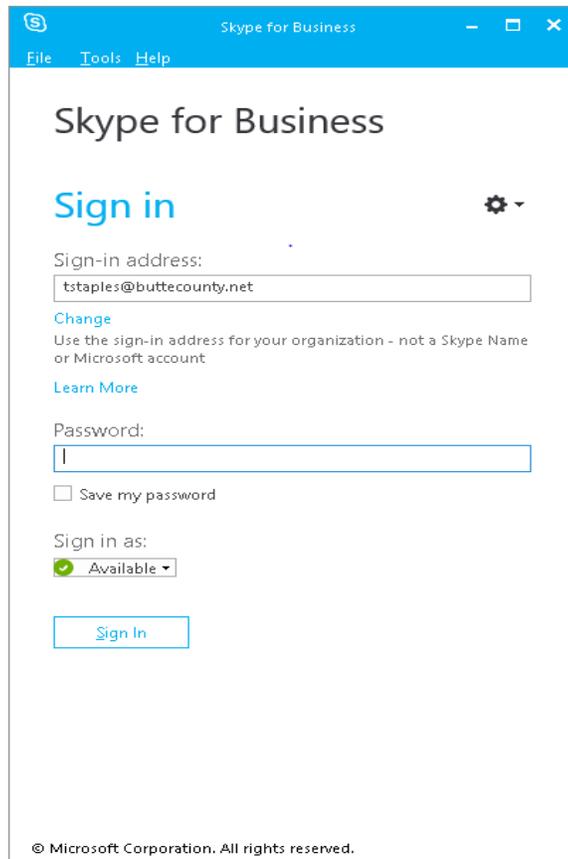
1. First, determine if you already have Skype for Business on your Windows 10 computer
  - As shown below, in the search box type: Skype



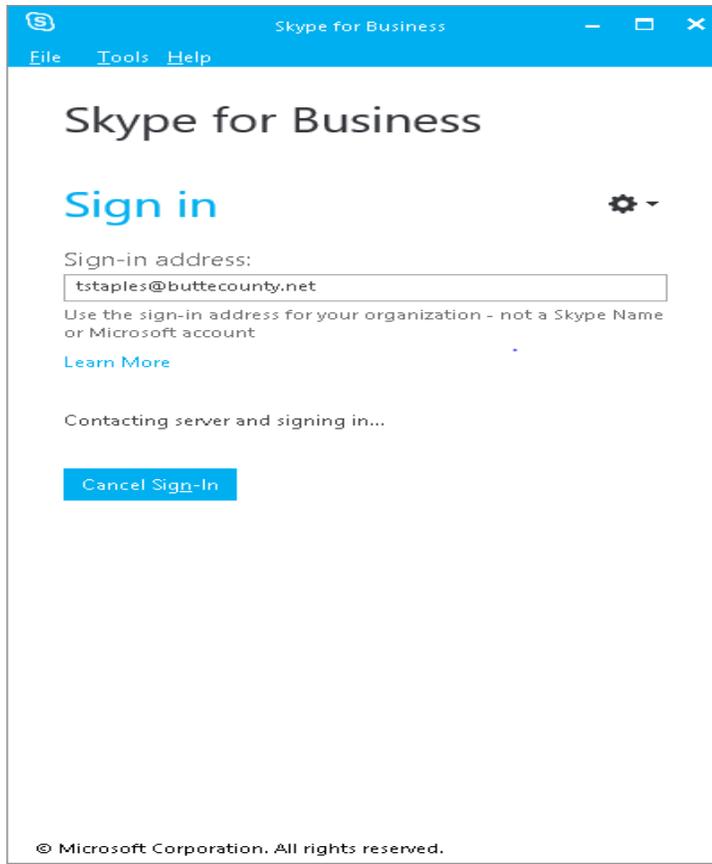
2. If “Skype for Business 20xx” appears in list, it is already installed
  - To Open:
    - Single-click on “Skype for Business 20xx”
3. If “Skype for Business 20xx” does **not** appear in the list, scroll down beyond Step 5 to “Instructions for Installing Microsoft Skype for Business Basic Client”
  - If you **do** have Skype for Business 20xx, continue to Step 4

4. Follow these steps to log into Skype for Business Client 20xx:

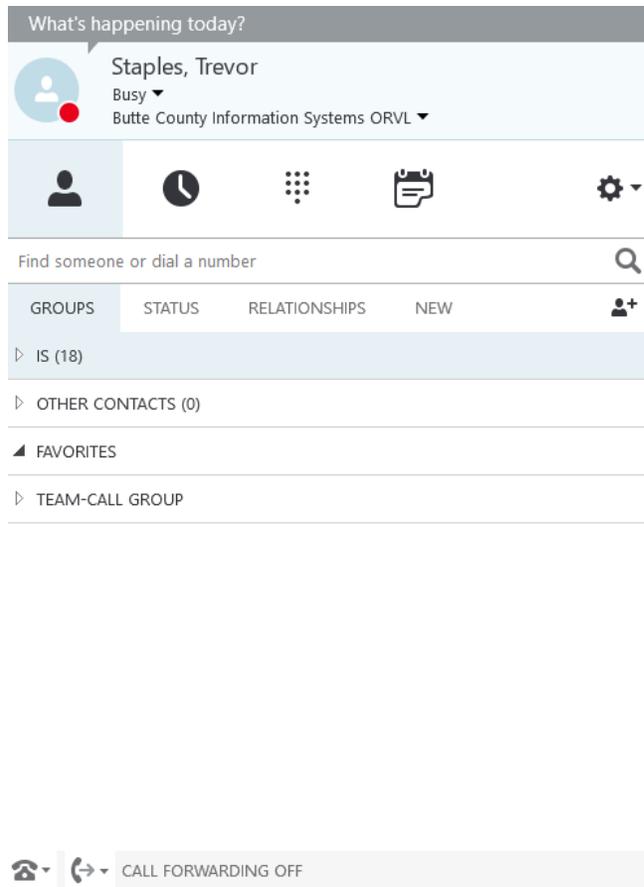
- Enter your 'Sign-in address' as (your) username@buttecounty.net
- Enter your network username password
- Do **not** check box 'Save my password'
- Single-click on 'Sign In' button



- You should now see the following while connecting to Skype for Business...



- Please be patient, it can take a little bit to connect
- Once successfully connected, your Skype for Business client should look familiar. You will see your name and current Presence; i.e. **Available**, **Busy**, **In a Meeting** etc. Mine for example:



5. IF you get successfully connected to Skype for Business
  - go to your VPN session
  - go to Skype for Business client.
    - File→Sign-Out
    - This is to avoid mistakenly answering calls or joining conferences within the VPN session, which is *not* supported.

## Instructions for Installing Microsoft Skype for Business Basic Client

Please use the following link, to the approved and official Microsoft download site:

[Official Microsoft Download of Skype for Business Basic](#)

### To install the download:

- Click **red** download button

Microsoft Skype for Business Basic

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

Select Language:  ▼

Microsoft Skype for Business Basic gives you instant messaging (IM), audio and video calls, online meetings, availability (presence) information, and sharing capabilities all from one, easy-to-use program.

- Check the bottom box – LyncEntry\_bypass\_ship\_x86\_en-us\_exe\lynccentry.exe

Choose the download you want

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

Download Summary:  
KBMBGB

1. LyncEntry\_bypass\_ship\_x86\_en-us\_exe\lynccentry.exe

Total Size: 382.0 MB

Next

- **IF** you see this message; Select **Allow once**

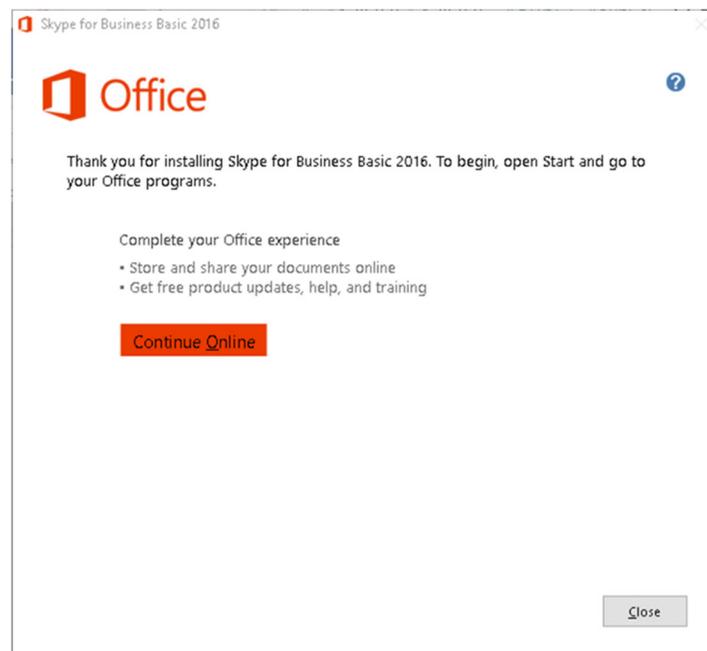


- Select **Run** from the following message:



Save the file `lyncentry.msi` to your desktop.

- Double-click `lyncentry.msi` file now on your desktop, to begin installation
- Accept defaults to complete installation
- Installation is complete when seeing the following:



- Follow same instructions in Step 4 above to log into Skype for Business

