

Skype for Business Installation Guides & On-Line Training

Installation Guides

1. Install a Client onto your device

You can install a Skype for Business client on your PC and mobile devices, download instructions and links are included within the installation guides Click on an installation guide below to help you install and setup your PC & devices. If you have a UDS PC/Laptop, the software should already be available on your machine to install, [click here](#) for instructions on how to install Skype for Business on your UDS PC (Sunderland Campus Only), if you are using a managed PC/Mac in London Campus or Hong Kong please contact your local IT Support for details on how to get the software.

Installation Guide (PDF)
iPhone & iPad
Android Device
Windows Phone
Windows Home PC (non UDS PC)
Apple Mac
PC Web App Installation

**There are some differences between Skype for Business clients, check the Microsoft client comparison chart for details: <https://technet.microsoft.com/en-us/library/dn933896.aspx>

2. Check what equipment and network speed you need to use Skype for Business

The table below indicates the network speed and equipment you need to use Skype for Business. Click on the picture to check your current network speed.

For telephony/audio, any standard headphones with microphone will work (i.e. headphones that you got with an iPhone), just plug them into the headphone socket on your PC/Laptop.

For a list of approved webcams, headsets and conferencing devices to purchase visit the [Skype for Business Recommended Equipment List](#) page.



Skype for Business Network & Device Requirements

Skype for Business	Telephony / Audio	Video	Conferencing	Desktop Sharing
Network Speed Required *	½ Mbps	5 Mbps	5 Mbps	5 Mbps
Tablet	✓	✓	✓	
Mobile Phone	✓	✓	✓	
PC	✓	✓	✓	✓
Mac	✓	✓	✓	✓
Microphone / Speakers on PC (Audio Headsets are advised in public spaces)	✓	✓	✓	✓
Webcam		✓	✓	

* Network Speed can be checked via www.fast.com



3. Sign-in and start using Skype for Business

Click on the links below for guidance on using Skype for Business.



Online training

Windows Desktop Guides

Getting Started - Videos	Getting Started Guides - (PDFs)
What is Skype for Business	How to make Calls and change Audio Settings
Skype for Business Desktop Interface & Options	Managing your Contacts, Presence and Instant Messages
Starting Conversations with Instant Messaging	Setting up and Managing Meetings Note: It's highly recommended that you review your <i>meeting options</i> each time you create a <i>Skype Meeting</i> using Outlook, click here for guidance.
Adding Meeting Requests & Joining Meetings	Sharing your Desktop, PowerPoint, Whiteboard and more..



Tablet and Phone Guides

User Guides (PDF)

[iPhone & iPad User Guide](#)

[Android Device User Guide](#)

[Windows Phone User Guide](#)

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[Demonstrations and Training Sessions](#)

[How to install Skype for Business on your UDS machine](#)

[Skype for Business FAQ's](#)

[Skype for Business - Did you know](#)

[Skype for Business - Recommended Equipment List](#)