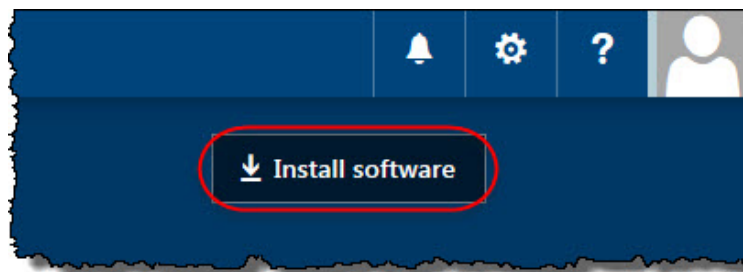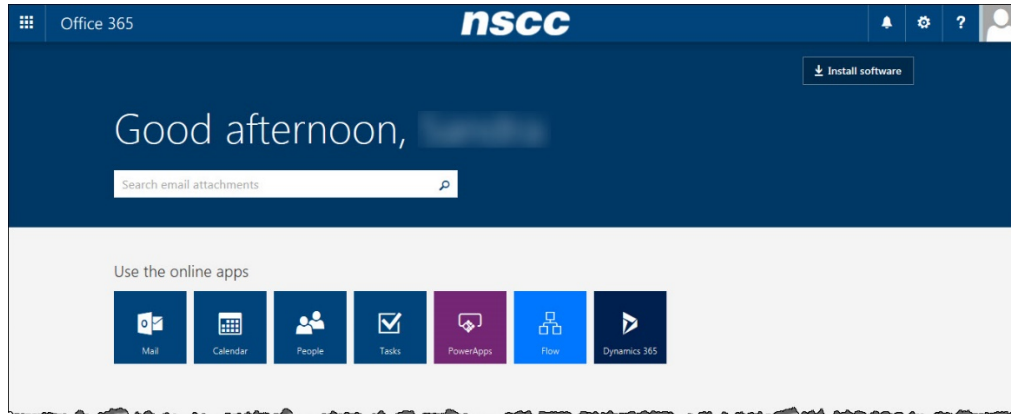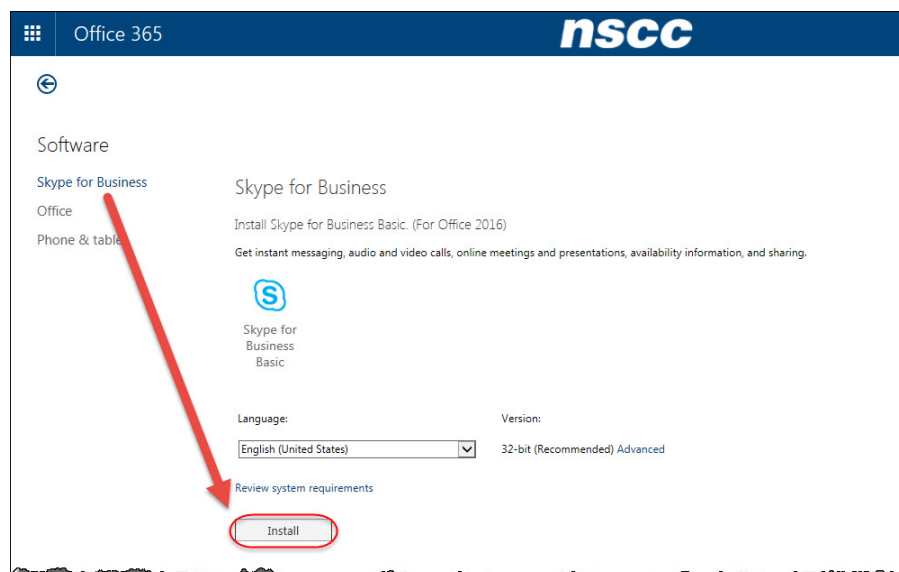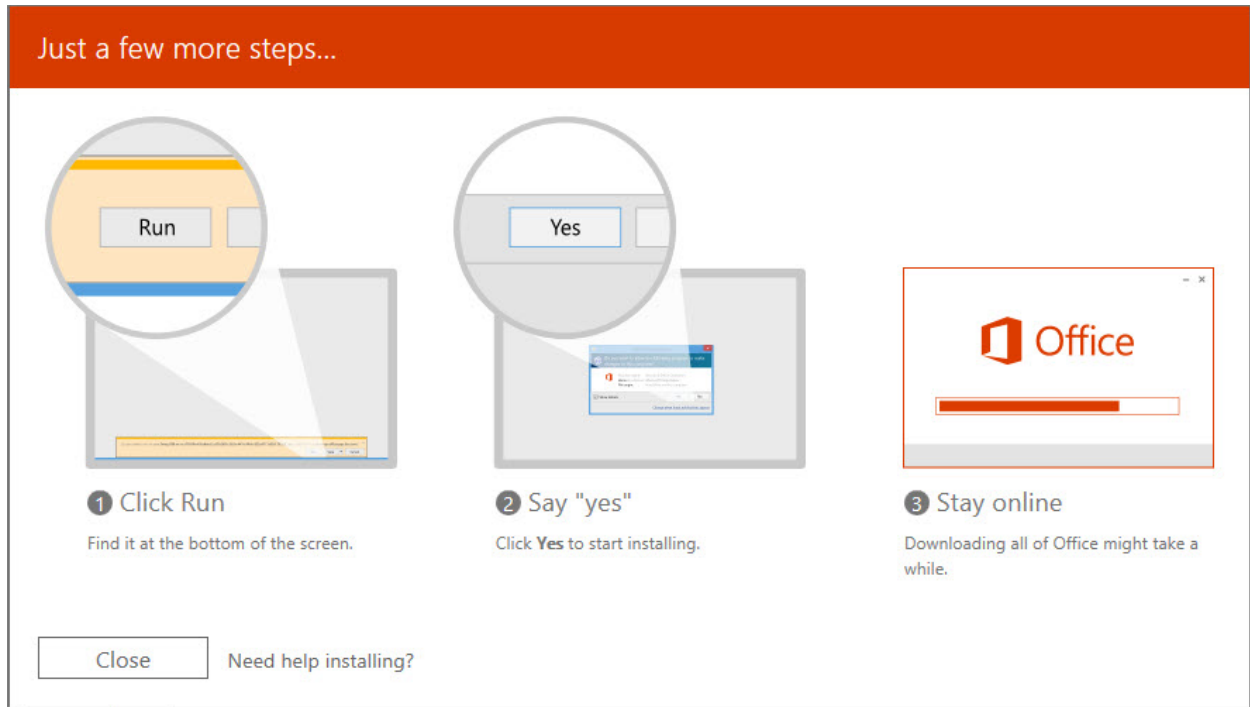# Installing Skype for Business 2016:

To allow for full functionality, you must install Skype for Business 2016. The software is available inside the Office 365 portal. **You must have administrator or install rights to install and allow the software to run.**
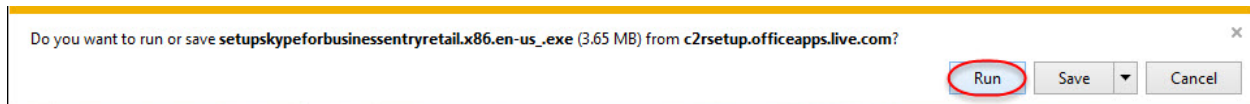

From the main page of Office 365, click on Install Software.

On the following page, click the Install button to start the install of Skype for Business.

The image above shows the steps Microsoft Skype for Business 2016 will follow when installing using Internet Explorer 11.

When you click the install, you will be prompted to run the program file. You may be prompted for a security response and then the install will install and complete. Once that is completed, the program can be accessed from the Start, All Programs menu.