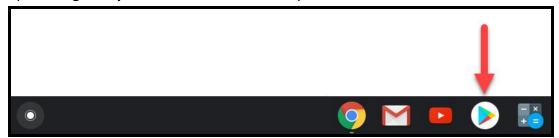
## Using Skype for Business Remotely

### Chrome OS

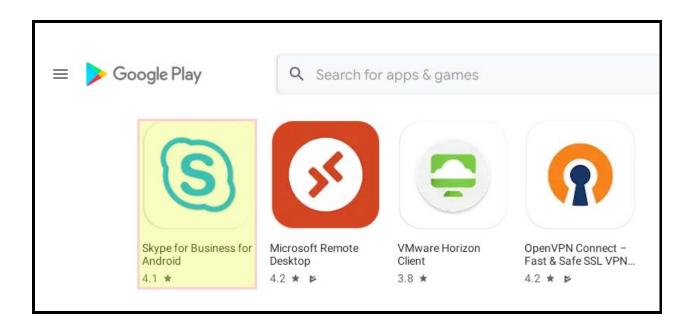
- 1. Login into your Chromebook using your apps.losrios.edu email.
- 2. Open Google Play Store from the bottom of your screen.



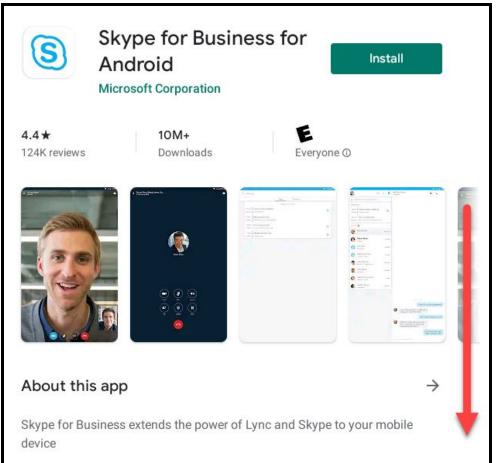
a. You may need to find the Google Play Store from the **Launcher menu** if it is not at the bottom of your screen.



3. Click on Skype for Business for Android



4. Scroll down on the information page and locate the "Join the beta" header. Click Join

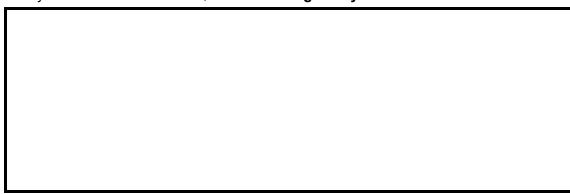




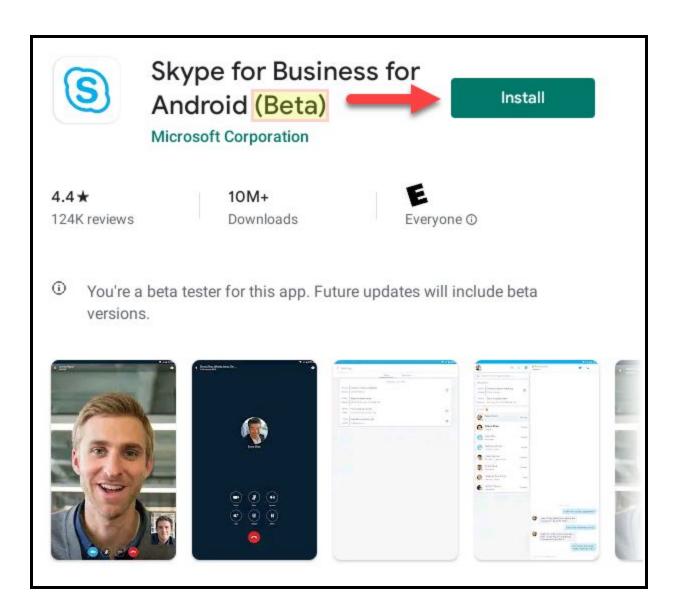
5. Confirm that you want to join the Beta program by clicking **Join** again.



6. After you see the screen below, close the Google Play Store.



7. Open the Google Play Store following **Steps 1 through 3** above. You should now see the informational page for Skype for Business for Android (<u>Beta</u>). Click **Install**.



8. After the app is installed, open it from the **Launcher menu**. Look for this icon:



9. The first launch will require you to **Allow** a series of **5** permissions to use the app.



# Allow **Skype for Business** to make and manage phone calls?

2 of 5



### 10. Accept the Terms of Use.

#### Terms of use

MICROSOFT SOFTWARE LICENSE TERMS
MICROSOFT SKYPE FOR BUSINESS FOR ANDROID

These license terms are an agreement between Microsoft Corporation (or based on where you live, one of its affiliates) and you. Please read them. They apply to the software named above. The terms also apply to any Microsoft

- · updates,
- · supplements,
- · Internet-based services, and
- support services

for this software, unless other terms accompany those items. If so, those terms apply.

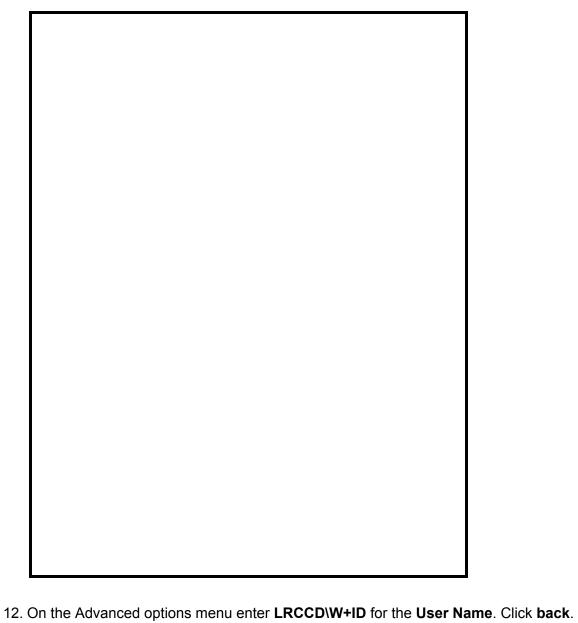
BY USING THE SOFTWARE, YOU ACCEPT THESE TERMS. IF YOU DO NOT ACCEPT THEM, DO NOT USE THE SOFTWARE.

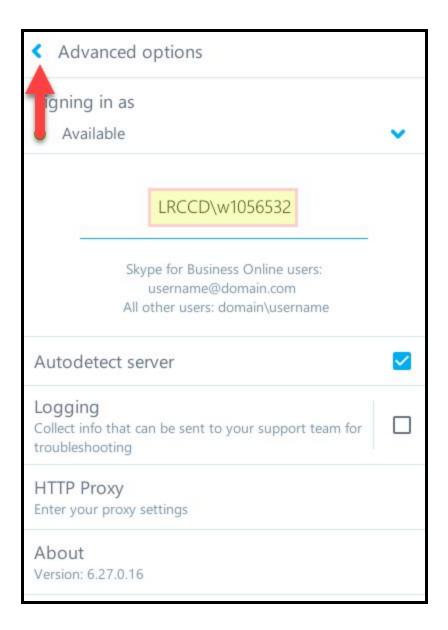
If you comply with these license terms, you have the perpetual rights below.

- 1. INSTALLATION AND USE RIGHTS.
- a. Installation and Use. You may install and use one copy of the software on up to five (5) Android OS-based devices you own or control.
- b. This software requires connection to computer systems running validly licensed copies of Microsoft Lync Server or Microsoft Lync Online over an internet-based wireless network. Updates or upgrades to Microsoft Lync Server may be required for full functionality. Some functionality may not be

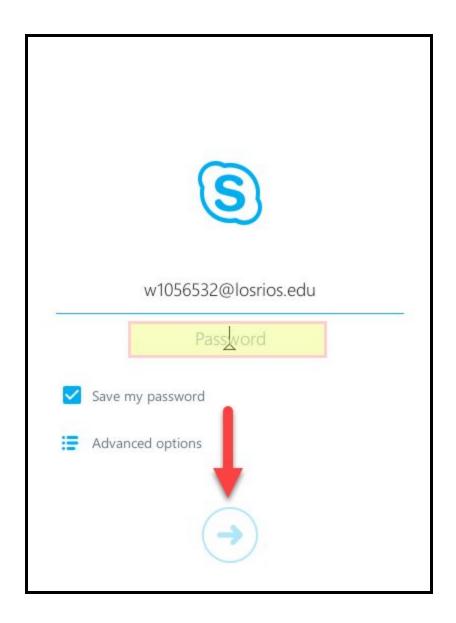


11. Enter <u>W+ID@losrios.edu</u> for Organization sign-in address. Click **Advanced options**.

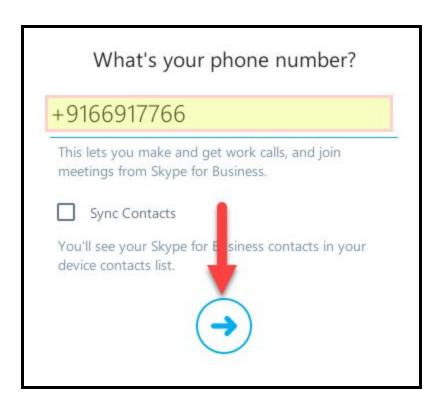




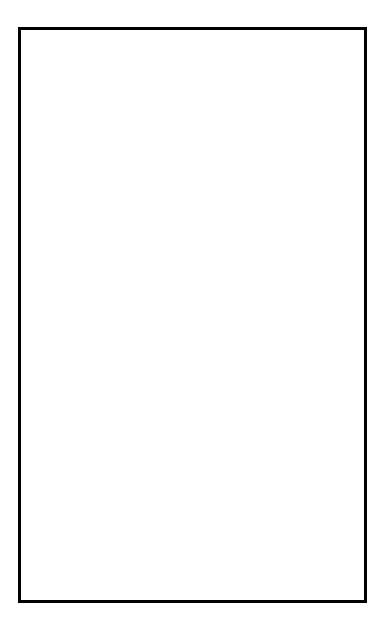
13. Enter your **password** and click the **login** icon.



14. After signing in, enter your work number. Click **Continue**.



15. To skip through the tour, tap the **right arrow on your keyboard** and finish with the on-screen right arrow.



16. Congratulations, you're signed in to Skype for Business! Click the **X** to dismiss the message about Exchange. Voicemail integration is not available on Chromebooks.

