

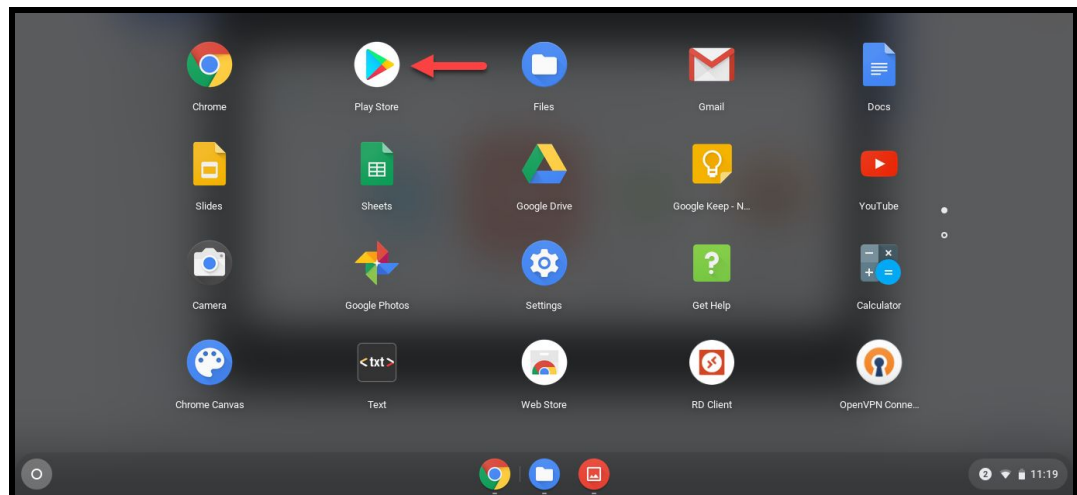
Using Skype for Business Remotely

Chrome OS

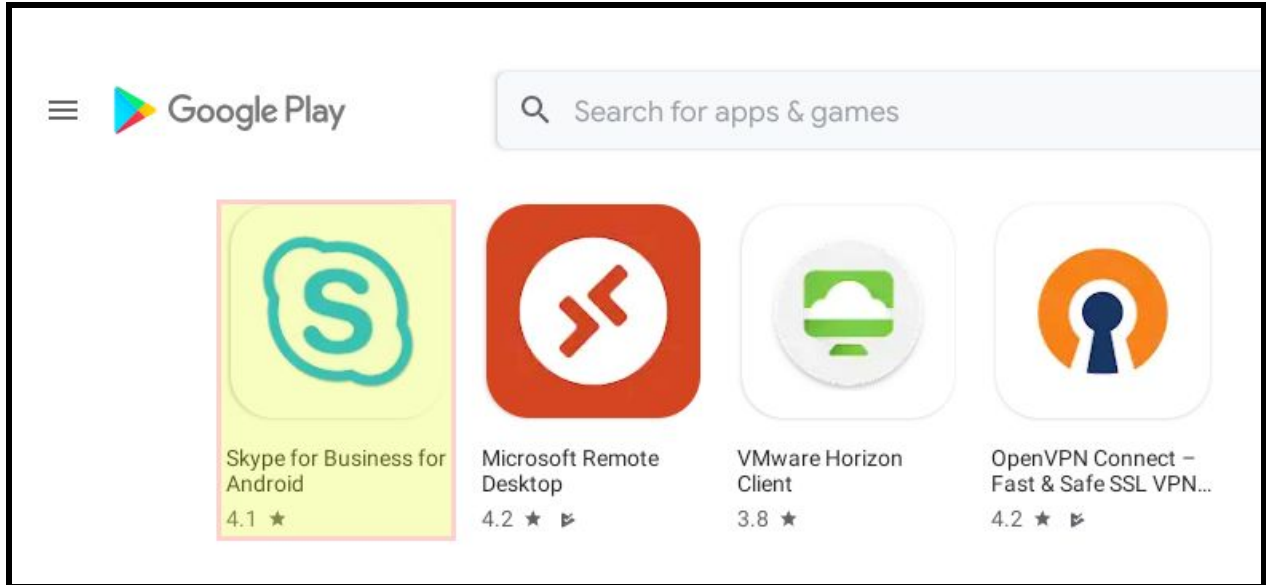
1. Login into your Chromebook using your apps.losrios.edu email.
2. Open **Google Play Store** from the bottom of your screen.



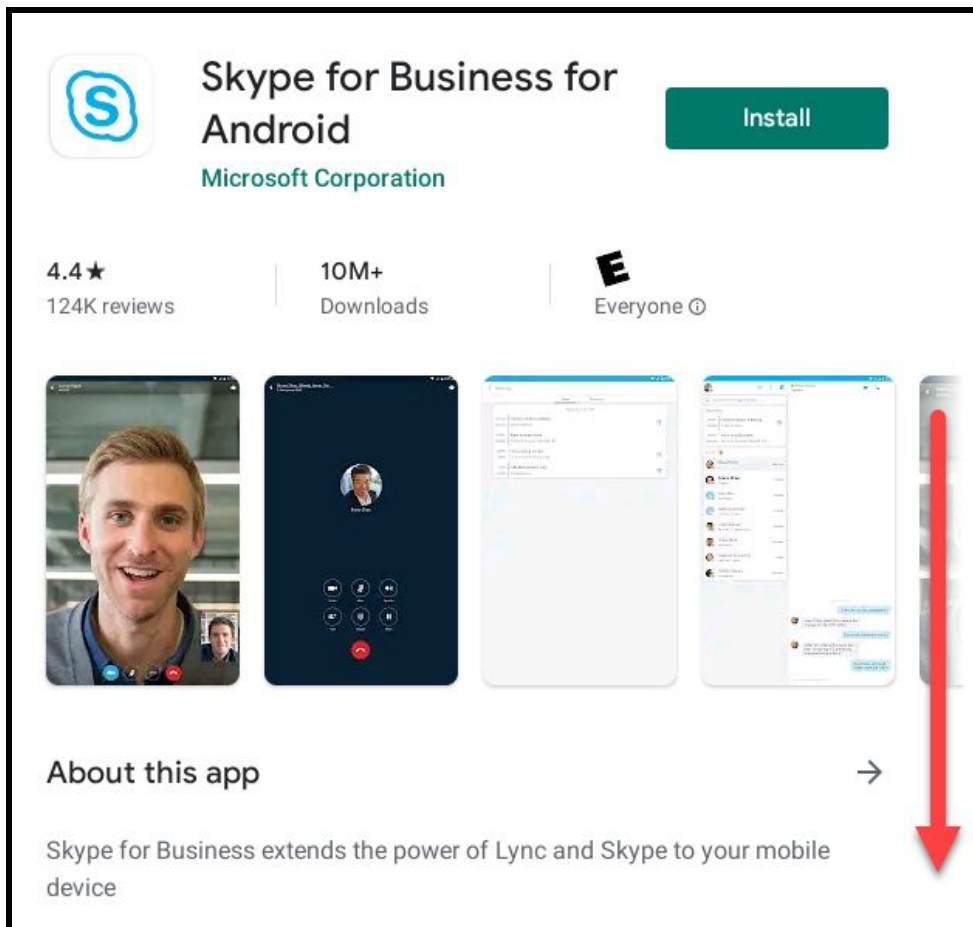
- a. You may need to find the Google Play Store from the **Launcher menu** if it is not at the bottom of your screen.



3. Click on **Skype for Business for Android**



4. Scroll down on the information page and locate the “**Join the beta**” header. Click **Join**





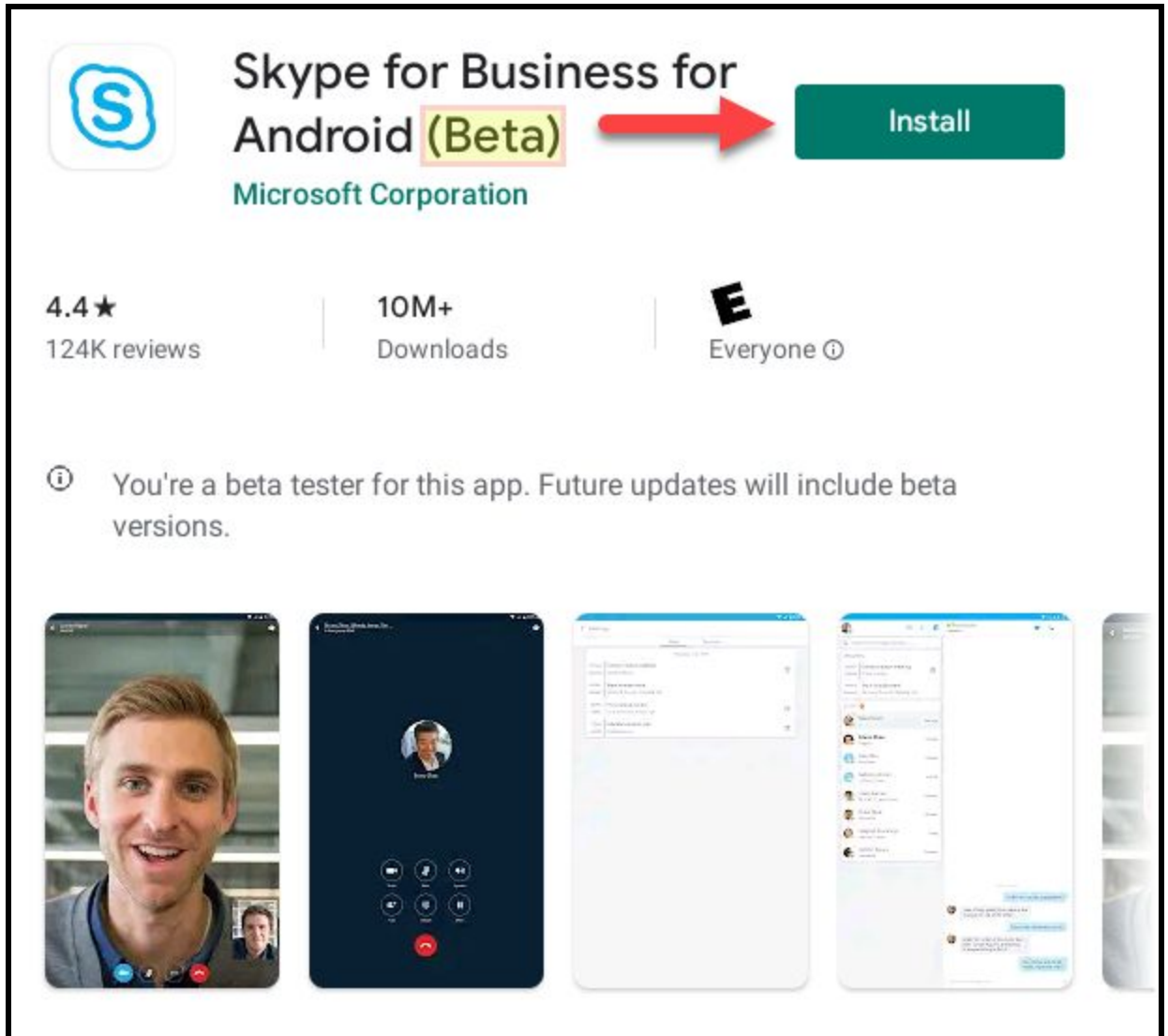
5. Confirm that you want to join the Beta program by clicking **Join** again.



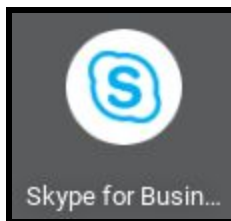
6. After you see the screen below, close the **Google Play Store**.



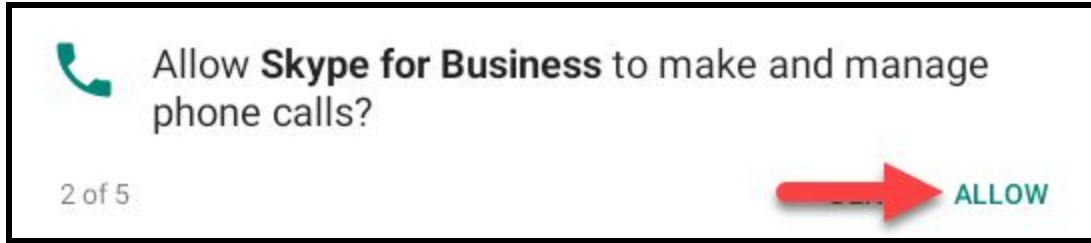
7. Open the Google Play Store following **Steps 1 through 3** above. You should now see the informational page for Skype for Business for Android (Beta). Click **Install**.



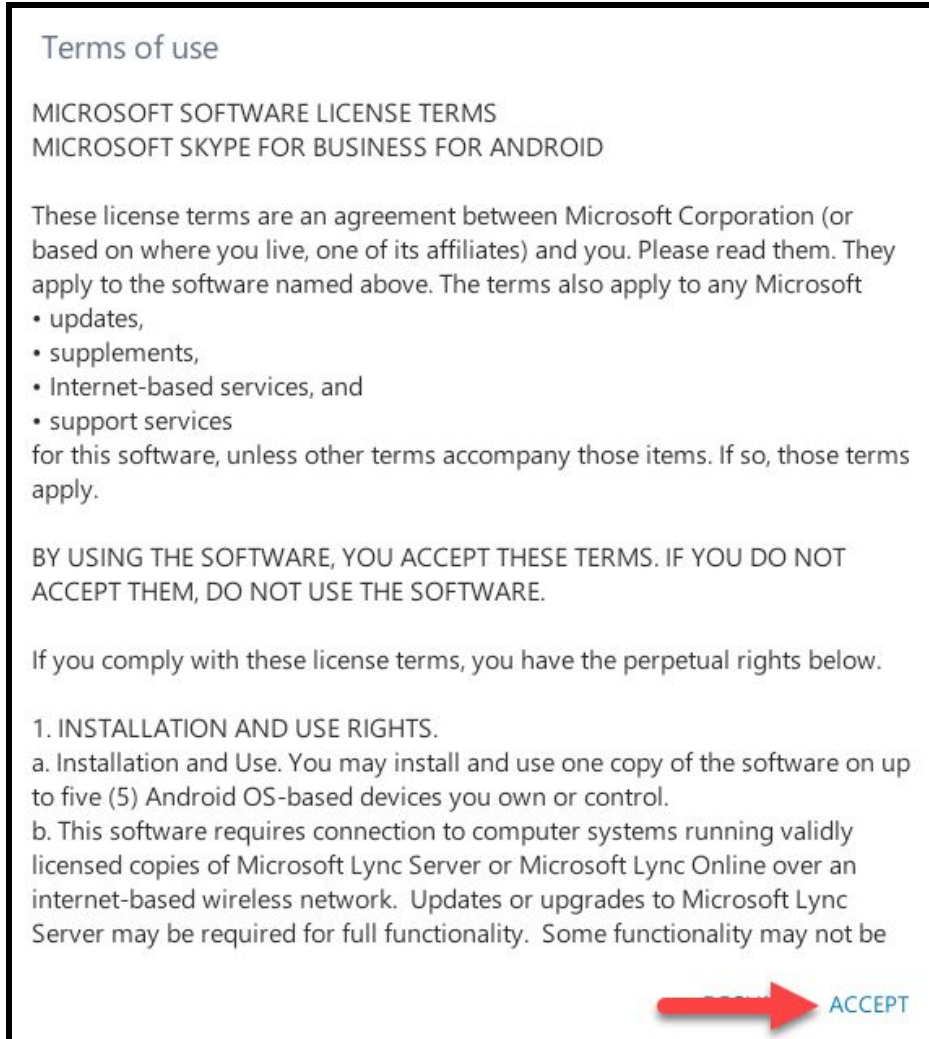
8. After the app is installed, open it from the **Launcher menu**. Look for this icon:



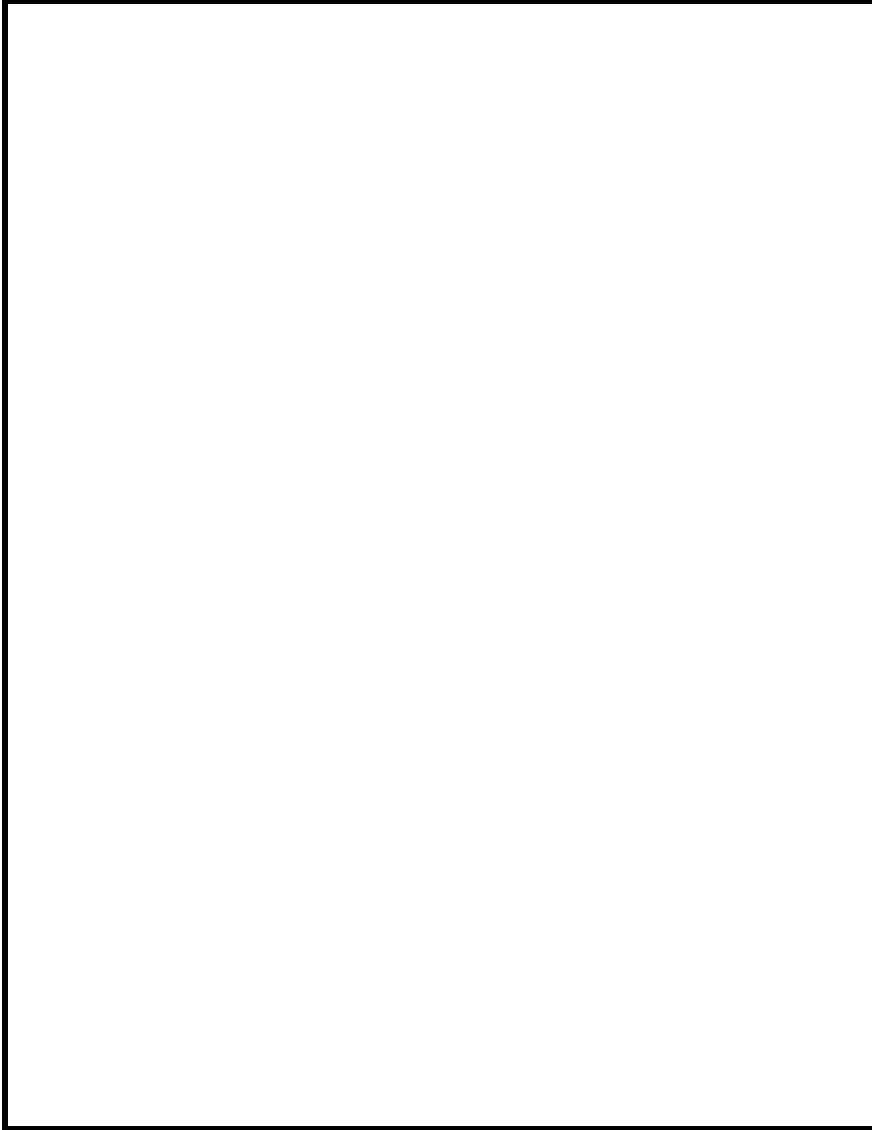
9. The first launch will require you to **Allow** a series of **5** permissions to use the app.



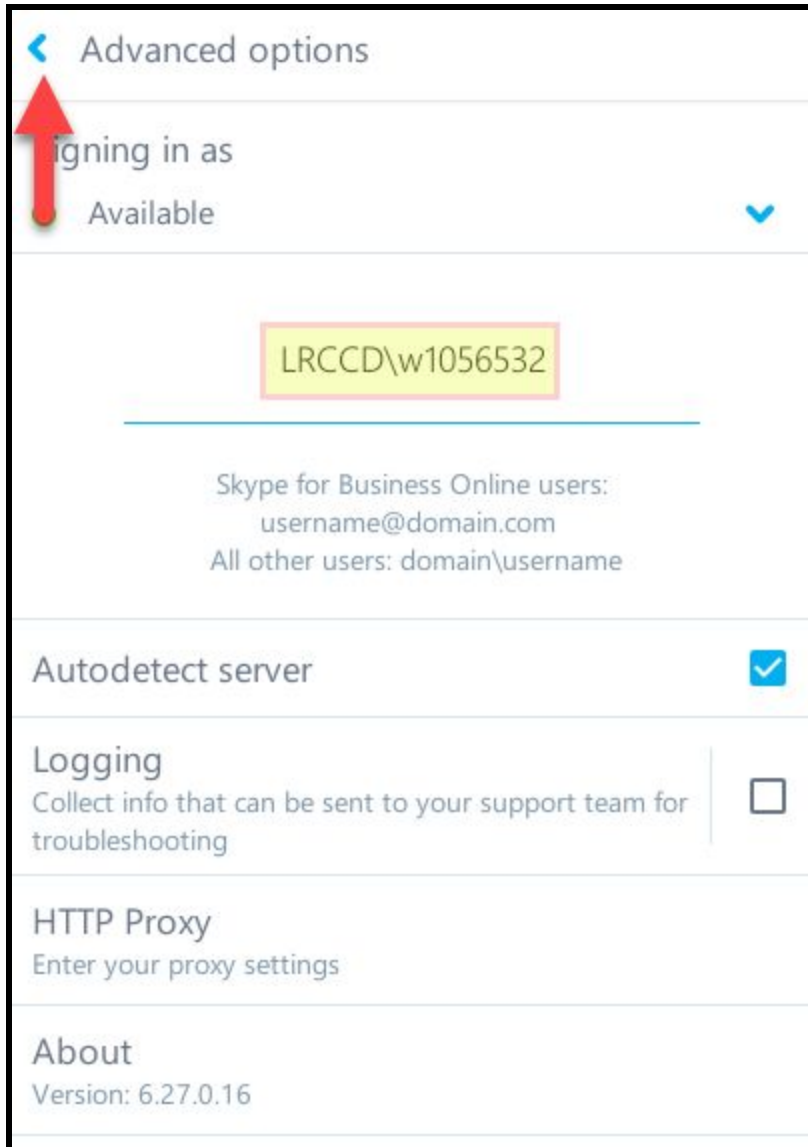
10. **Accept** the Terms of Use.



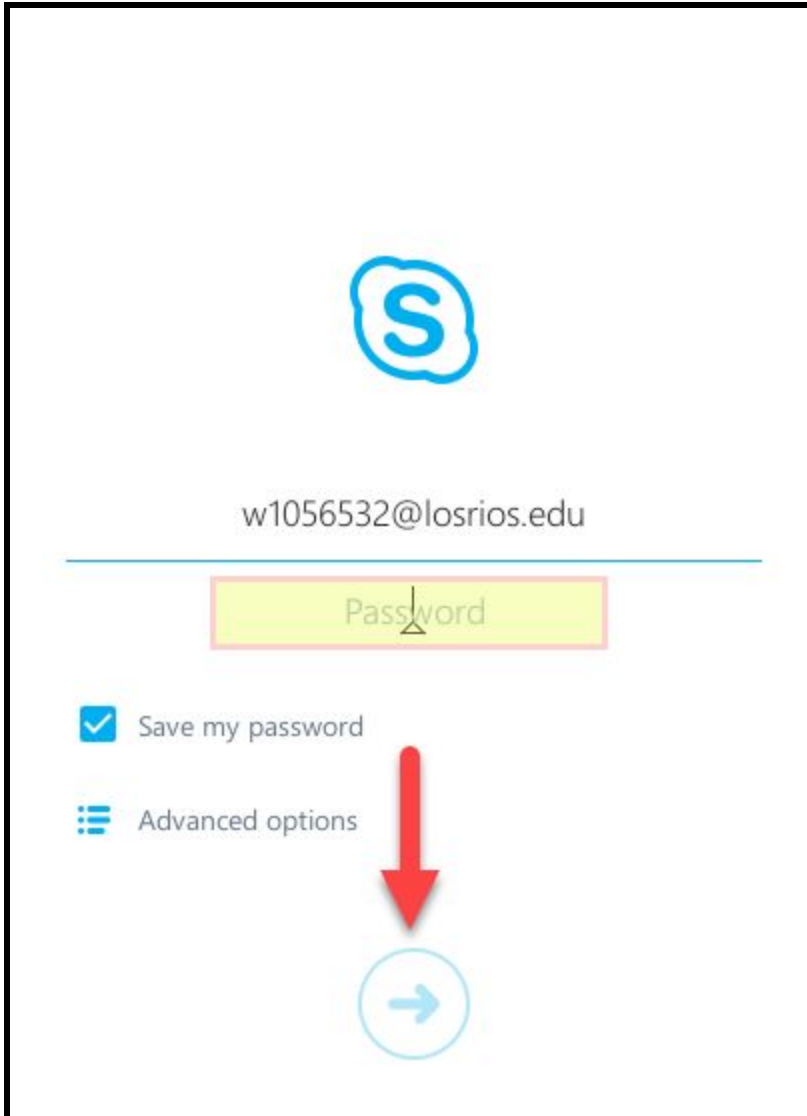
11. Enter W+ID@losrios.edu for Organization sign-in address. Click **Advanced options**.



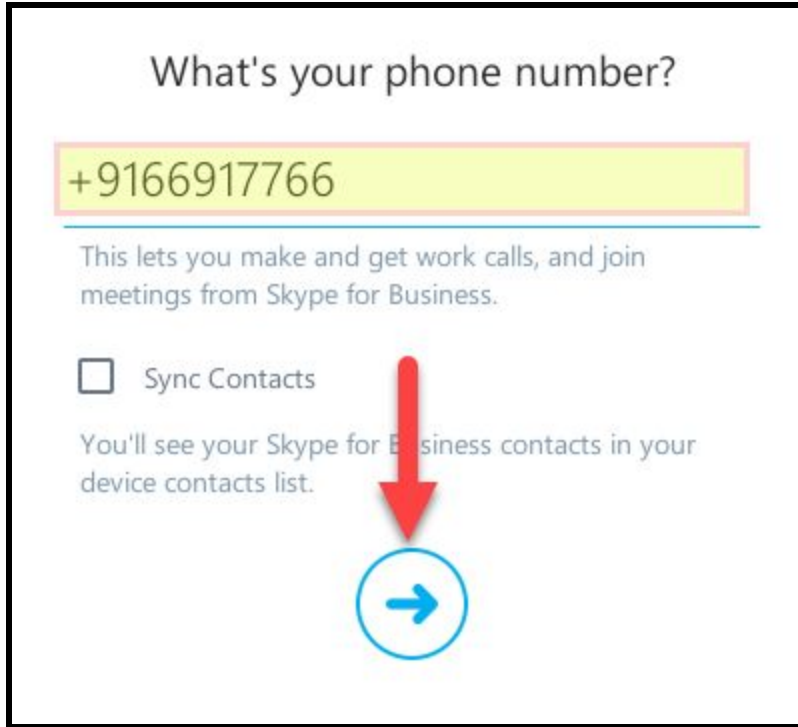
12. On the Advanced options menu enter **LRCCD\W+ID** for the **User Name**. Click **back**.



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.

