## How to Install Skype for Business (Lync) on a MAC

By Scott Badger



1. Click the gear icon in the top right hand corner of the window.

	Settings
	Search all settings
	Site settings Go to site settings for this site.
	Theme Circuit
	Start page Set your start page
	Notifications Decide which notifications you need.
	Password Change your password.
	My app settings Office 365 <b>C</b> Mail
Clied	People



Tools & add-ins

Skype for Business

Phone & tablet

Manage installs

Install Office 2016 for Mac (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.

Want to deactivate Office on one computer and install it on another? Go to My account > Install status.



Review system requirements



- 4. Click on "Skype for Business".

## Skype for Business

1. Install Skype for Business

Use Lync for Mac 2011 to connect with colleagues through instant messaging, audio, video, and online meetings.



Business

Review system requirements



5. Click "Install".