

ICT Services

- [Install on Microsoft Windows](#)
- [Install on MacOS](#)
- [Install Skype for Business App on an Android or iOS mobile device](#)

Skype for Business Basic vs Skype for Business 2015

Skype for Business Basic is the free version and best if you already have Office 2016 installed. Meetings will need to be created using the Skype for Business Web Scheduler online.

Skype for Business 2015 is the licenced version and can integrate with Microsoft Outlook to schedule meetings.

Already have Office 2007, 2010 or 2013?

If you have Office 2007, 2010, or 2013 already installed on your computer, you can install and use Skype for Business 2015 on its own. It won't overwrite existing Office programs but will overwrite existing versions of Lync if installed on your computer.

If you have Office 2007, Skype for Business 2015 won't be fully integrated with your Office programs. For example, you won't see the presence of your contacts when you type an email in Outlook ("presence" means you won't see if they're available, busy, or away), and you won't have a few other features. But you will have chat (IM) and conferencing available.

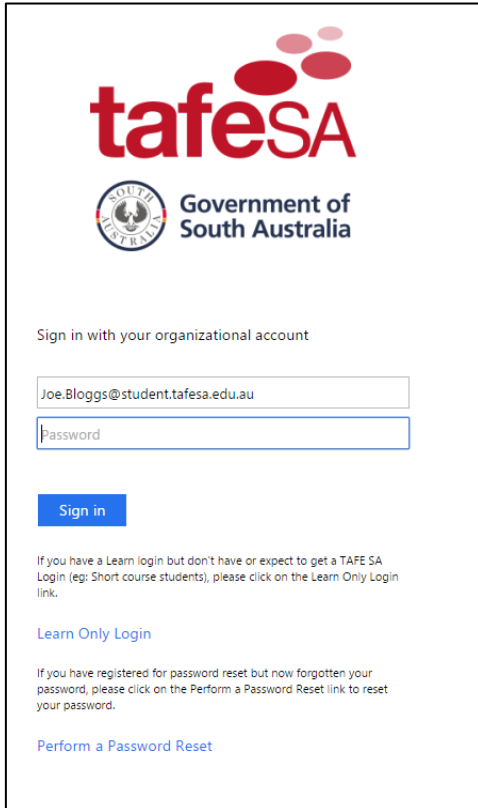
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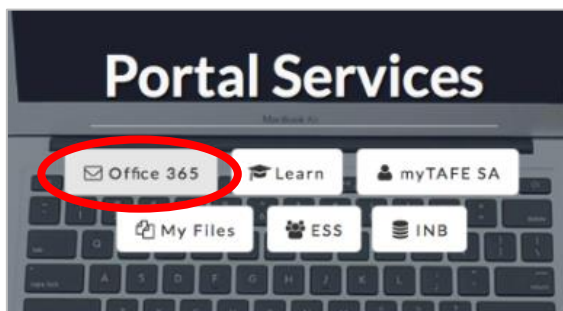
Microsoft Windows

1. Open your web browser and visit portal.tafesa.edu.au and type in your TAFE SA email address (e.g. firstname.surname@tafesa.edu.au or firstname.surname@student.tafesa.edu.au) and password and click **Sign In**.

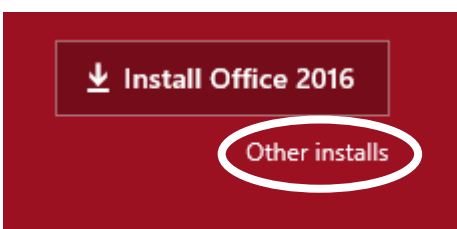


The image shows the TAFE SA login page. At the top is the TAFE SA logo, which consists of the text 'tafeSA' in red with three red circles above the 'e', and the Government of South Australia logo below it. Below the logos is the text 'Sign in with your organizational account'. There are two input fields: one for the email address, which contains 'Joe.Bloggs@student.tafesa.edu.au', and one for the password, which contains 'Password'. Below the password field is a blue 'Sign in' button. Underneath the button, there is a link for 'Learn Only Login' and a link for 'Perform a Password Reset'.

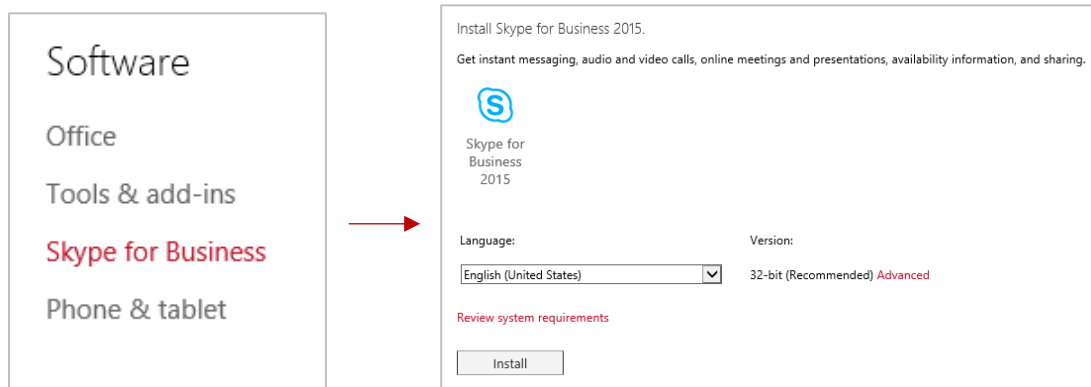
2. Click on the **Office 365** button.



3. On your Office 365 homepage, select **Other installs** (underneath the Install Office 2016) button in the top right corner.



4. Click Skype for Business on the left menu and choose the Skype for Business Basic or 2015 option, 32-bit version. Click **Install**.



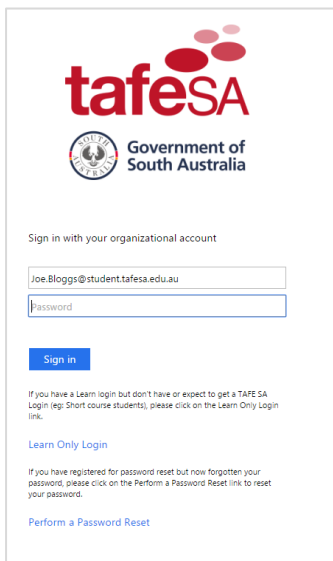
5. A dialog box will pop up. Click on 'Run'.



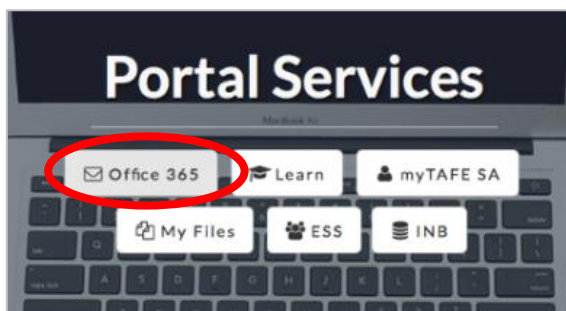
6. Skype for Business will install on your computer. This may take a while depending on the speed of your Internet connection.
7. When starting Skype for Business, enter your TAFE SA email account and password and click **Sign In**.

MacOS

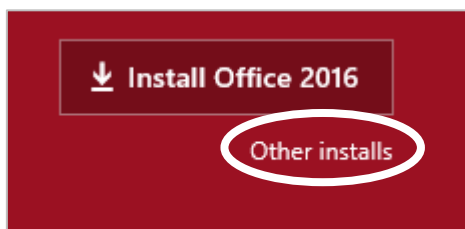
1. Open your web browser and visit portal.tafesa.edu.au. Type in your TAFE SA email address (e.g. firstname.surname@tafesa.edu.au or firstname.surname@student.tafesa.edu.au) and password and click **Sign In**.

The image shows the TAFE SA login page. At the top is the TAFE SA logo and the Government of South Australia emblem. Below this is a sign-in section with the text "Sign in with your organizational account". There are two input fields: one for the email address, which contains "Joe.Bloggs@student.tafesa.edu.au", and one for the password. A blue "Sign in" button is below the fields. Below the button, there is a link for "Learn Only Login" and a link for "Perform a Password Reset".

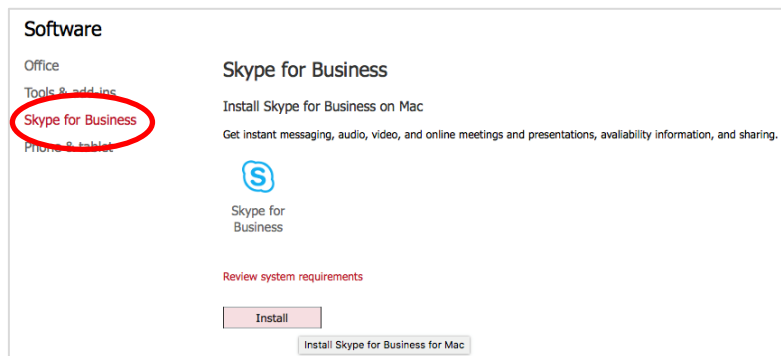
2. Click on the **Office 365** button.



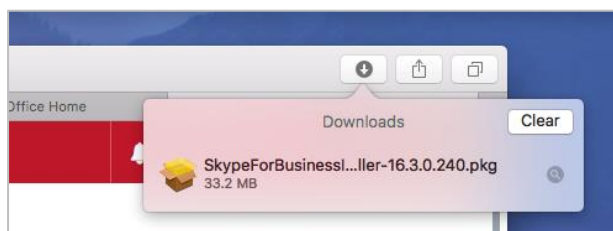
3. On your Office 365 homepage, select **Other installs** (underneath the Install Office 2016 button) in the top right corner.



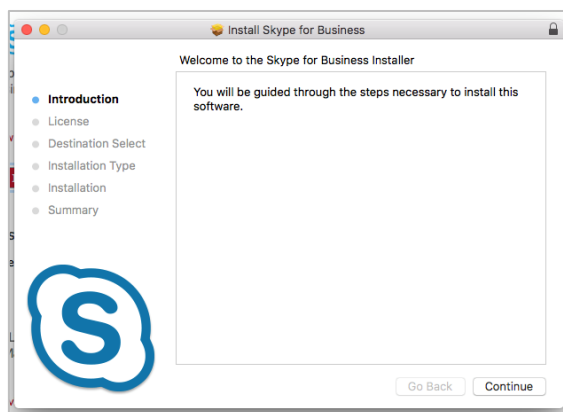
4. Click on **Skype for Business** on the left hand menu. To install Skype for Business on your Mac, you must be running OS X 10.11 or later. Click **Install**. Note: Installing Skype for Business will replace any old versions of Lync on your Mac.



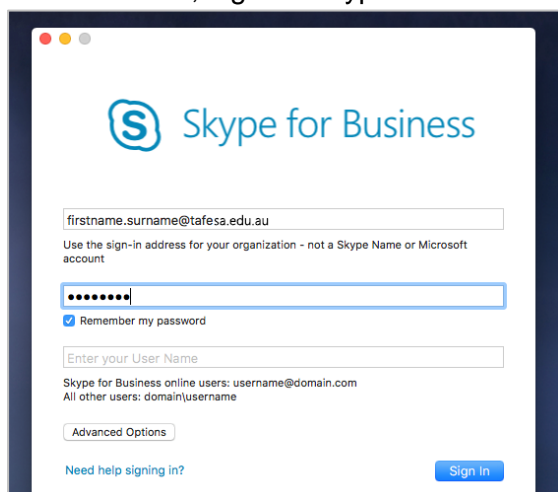
5. The installer package will begin to download.



6. Once downloaded, double click the file and run the Skype for Business installer. It will go through a series of steps and you will be required to accept a licence agreement.

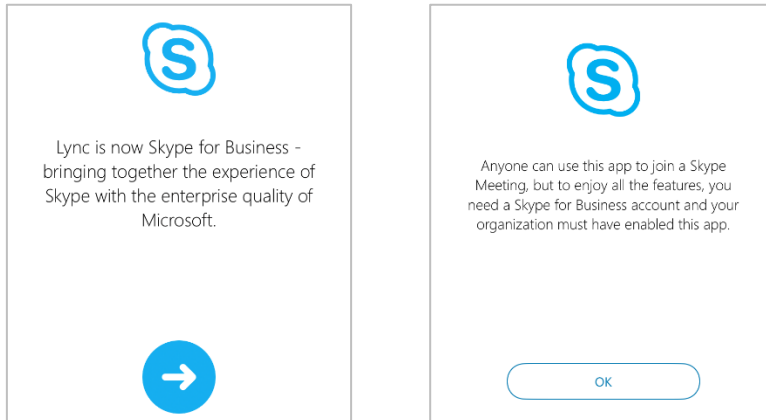


7. Once installed, login to Skype for Business with your TAFE SA account and password.

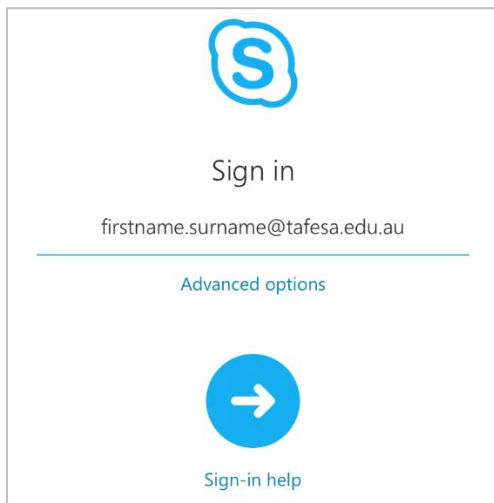


Install Skype for Business on an iOS or Android Mobile Device

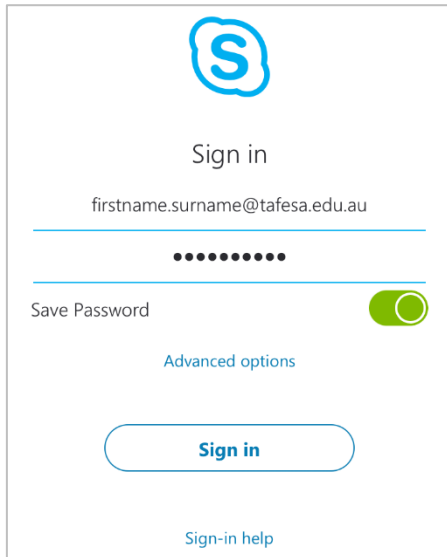
1. Visit your relevant application store (Google Play Store for Android or Apple App Store for iPhone).
2. Search for **Skype for Business** and tap the **Install** or **GET** button. The app will begin to download.
3. When opened, Skype for Business may give you a few notifications. Just continue forward:



4. Type in your TAFE SA email account (e.g. firstname.surname@tafesa.edu.au or firstname.surname@student.tafesa.edu.au). Tap the arrow.

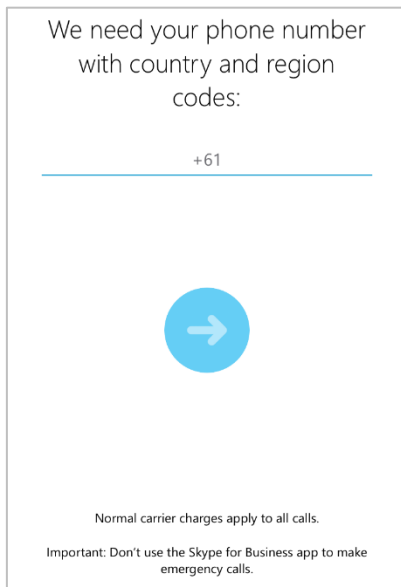


5. Type in your password and tap **Sign In**.



The image shows the Skype sign-in interface. At the top is the Skype logo. Below it is the text "Sign in". There are two input fields: the first contains the email address "firstname.surname@tafesa.edu.au" and the second contains a masked password represented by ten dots. Below the password field is a "Save Password" toggle switch, which is currently turned on (green). Underneath the toggle is a link for "Advanced options". At the bottom of the form is a large blue "Sign in" button. Below the button is a link for "Sign-in help".

6. Enter in your mobile phone number. If this is your personal mobile number, you can hide this from your contacts later. Tap the arrow.



The image shows the Skype screen for entering a phone number. At the top, it says "We need your phone number with country and region codes:". Below this is a text input field with the country code "+61" entered. In the center of the screen is a large blue circular button with a white right-pointing arrow. At the bottom, there is a small disclaimer: "Normal carrier charges apply to all calls. Important: Don't use the Skype for Business app to make emergency calls."

7. You will then be signed in to Skype for Business and can join meetings and call or IM your contacts direct from your mobile phone.