HOW TO INSTALL OFFICE 365 WITH SKYPE FOR BUSINESS (LYNC FOR MAC)

Step 1. Login to your Life Pacific University email account.

Step 2. Click on the settings widget, which is found in the upper right-hand corner of the screen, next to the bell.

Step 3. Click on “Office 365 Settings” when it appears.

Step 4. Click on “Install and manage software” which is found above “change password”. This will open a new tab.

Step 5. Click on “Skype for Business” which is found below “Software” on the left-hand side of the screen. This will open a new page. [For Mac users, this is where it should say, “Lync”. Lync is the previous version of Skype for Business. Lync will be replaced by Skype for Business soon.]

Step 6. Click on “Install”.

Step 7. Enter your Life Pacific University email, password, etc., but leave the user id. section blank.