

Android – Skype for Business Installation Guide

Installing Skype for Business

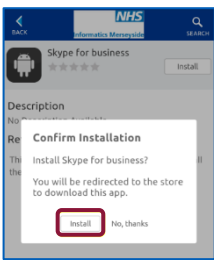
- Click the **App Catalogue** icon on the device home screen.



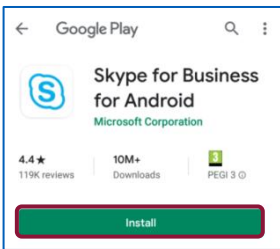
- Click **Install** on Skype for Business.



- Confirm installation → **Install**.

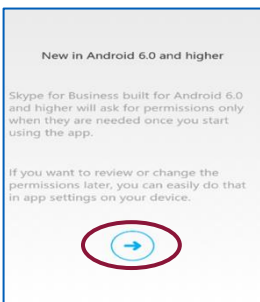


- Once directed to the Google Play Store, click **Install**.

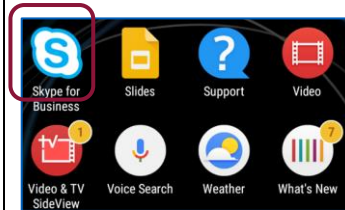


The application will start to download and a password is not required.

- Click the **blue arrow** to proceed with the download.

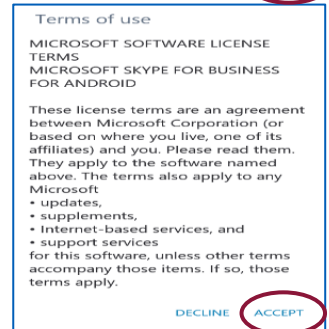
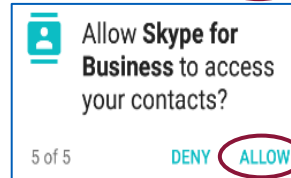
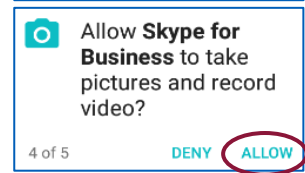
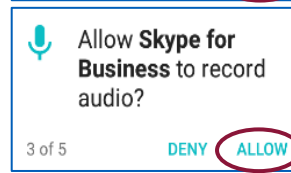
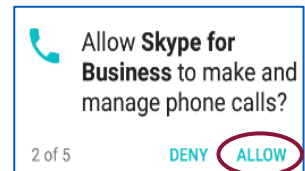
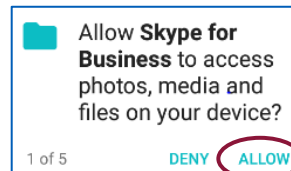


- Once downloaded, return to the device **Home Screen** → **Skype App**.



The following security requests may appear.

- Select **Allow** for all → **Accept** terms and conditions.

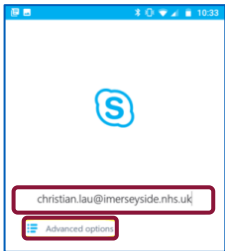


- Click the **blue arrow** to continue with Skype set up.



Setting up Skype for Business Account

- Enter the NHS work email address → **Advanced Options**.

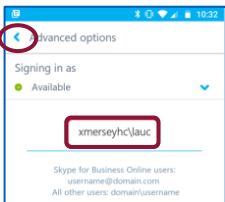


- In the username tab, enter the correct **domain/windows account username**.

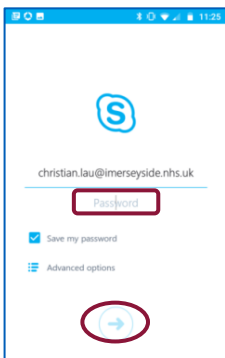
To log into the **MCTDOM** domain, enter **MCTDOM\Username**: (typically anyone in Local/Secure Divisions and corporate functions within Mersey Care)

To log into the **XMERSEYHC** domain, enter **XMERSEYHC\Username**: (typically Community Division for Mersey Care and other local trusts or organisations such as CCGs)

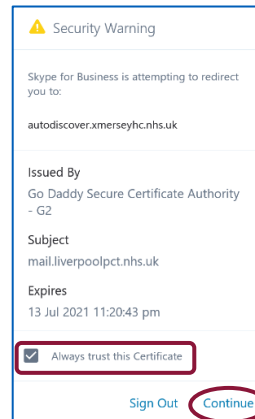
- Click the **blue arrow** at the top, left of the screen to return.



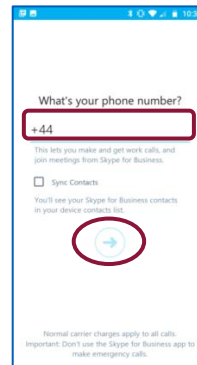
- Enter the **windows account login password** → click the **blue arrow** to move on.



- If prompted, select **Always trust this Certificate** → **Continue**.



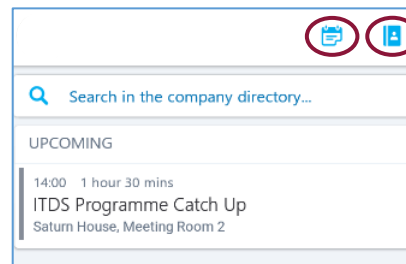
- Enter the **work mobile number** → click the **blue arrow** to move on.



Skype for Business set up should now be complete.

- Swipe through the 3 information pages → click **blue arrow** in right hand corner of screen.

Use the two icons in the top right hand corner to navigate around **Calendar** and **Contacts**.



To book training or speak to a trainer, please get in touch via:

t 0151 317 8408

e training@imerseyside.nhs.uk