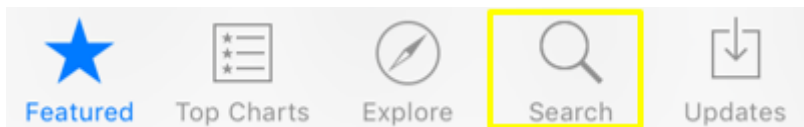


## Skype for Business iPhone App

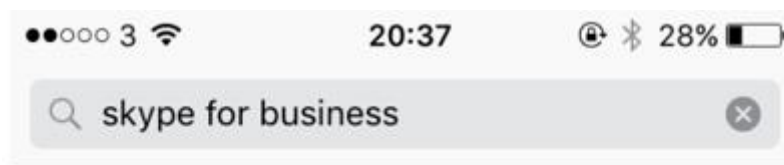
Skype for Business can be used on to go by using the Skype for Business App on your corporate iPhone. This will allow you to find contacts, view availability, join Skype conferences and make Skype calls.

### Install Skype for Business App

1. Open the App Store on your iPhone
2. Select the search icon



3. Type Skype for Business in the search field
4. Select Search  
NOTE: The search may take a few seconds, once complete all apps found will be listed
5. Select Get



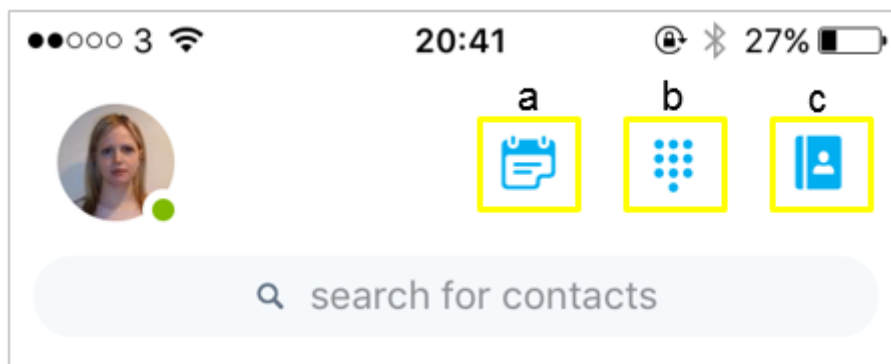
6. Select Install



NOTE: You may be asked to Sign-in to the App Store. Enter your password and select OK.

7. Select Open once downloaded
8. Select Don't Allow when prompted if you would like notifications
9. Select Don't Allow when prompted for Skype to access your contacts

10. Select Allow when prompted for Skype to access your microphone
11. Select next indicated by an arrow on the introductory screen
12. Select OK
13. Enter your Guide Dogs e-mail address and password
14. Select Show Advanced Options
15. Enter your organisation user name followed by '@guidedogs.org.uk' in the User name field, for example: hilu000@guidedogs.org.uk
16. Select Sign In
17. Enter your mobile phone number
18. Select the next option once you have entered your number
19. Once logged in options will be available to access
  - a. your calendar
  - b. to dial a number
  - c. to view your contacts



## IS Support

As Skype for Business is a 3<sup>rd</sup> party app, the IS Service Desk are unable to support the Skype for Business app but will assist in best endeavours.

For further information and guidance on how to use the Skype for Business App, please refer to the [Microsoft Support](#) Pages.

## End of document