# Skype for Business at Home

This document will cover how to download and sign in to Skype for Business on your personal computer.

How to Download:

1. Open your preferred web browser, such as Chrome or Internet Explorer
2. Click the URL bar and enter: <https://products.office.com/en-ca/skype-for-business/download-app>
3. The download button pictured below will be displayed—if you don’t see it, you might have to scroll down.
4. Click “Download licensed client”



**NOTE:** When you click the **Download** button on the page, you will be prompted to Sign in with your YG Microsoft account.

1. Log in with your usename@ynet.gov.yk.ca and enter your Password



1. You are now in <https://portal.office.com/account#installs>



1. Click on Run, at the bottom of your page


2. Accept the license agreement
3. Close when you’re done
4. You should have Skype for Business in your list of programs (Start button)

How to Sign In:



1. Open Skype for Business

jane.smith@gov.yk.ca

1. Sign in using the following format: “FirstName.LastName@gov.yk.ca” and enter your password

For example, an employee named Jane Smith would enter: jane.smith@gov.yk.ca



#### **Didn’t work? That’s ok!**

 Just a couple quick steps to fix it!

1. Change the User Name
to the following format: “ynet\username”
and enter your password

For example, an employee named
Jane Smith would enter: ynet\jsmith

**Note:** in case you have a blank (white) window instead of a Skype window, you have to restart your computer

jane.smith@gov.yk.ca

Ynet\jsmith