

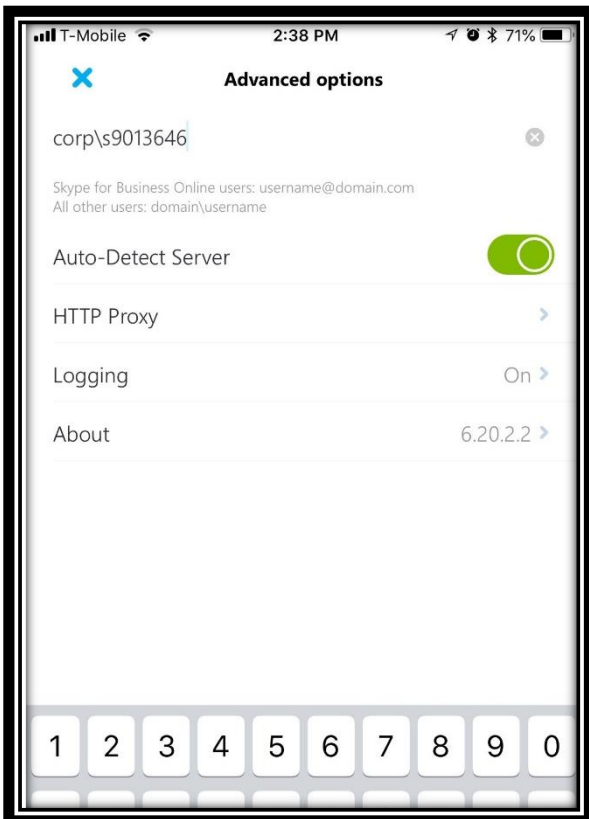
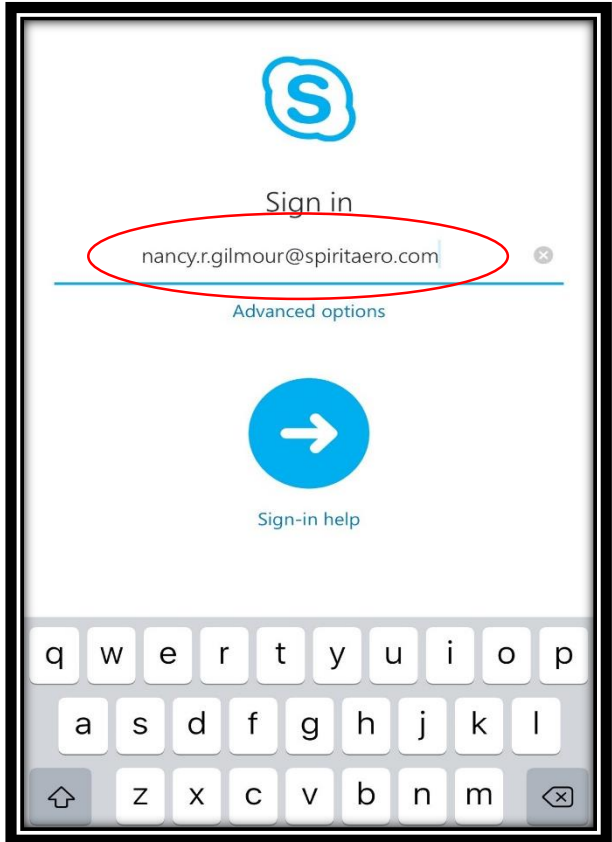





Installing Skype for Business - Mobile

SET-UP PART 1

1. Go to App Store (or Google Play Store)
2. Download Skype for Business. **Not** the consumer version, which looks like this... 
3. Accept Use Permissions (make calls on behalf of etc.)
4. Enter Spirit Email Address as shown in the image 



ADVANCED OPTIONS MENU

1. Click on Advanced Options
2. Enter Corp/S1234567 (where 1234567 represents your actual Spirit ID including any leading zeros)
3. Click  to close.

Note: Don't forget the S in your ID – without it Skype will not connect!



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PASSWORD ENTRY

1. Enter your Spirit Corp account log in password.

Note: This is the same password that you use to log into a Spirit computer.

2. Ensure "Save Password" option is slid to **green**.
3. Click Sign in.

Passwords are case and symbol sensitive!

Sign in

nancy.r.gilmour@spiritaero.com

Enter your password

Save Password

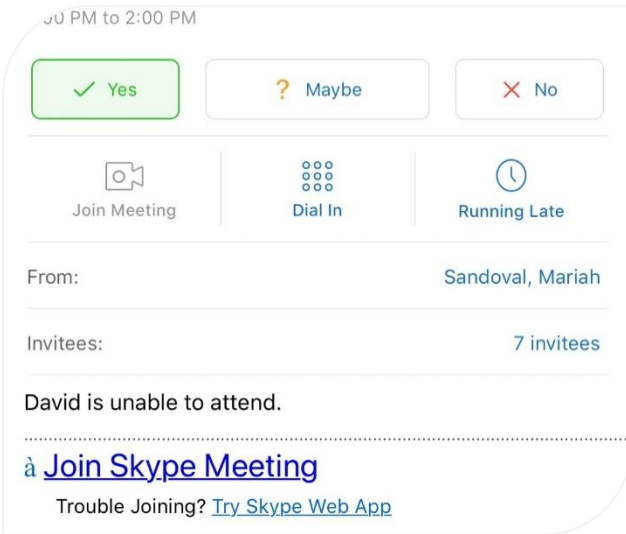
Advanced options

Sign in

Sign-in help



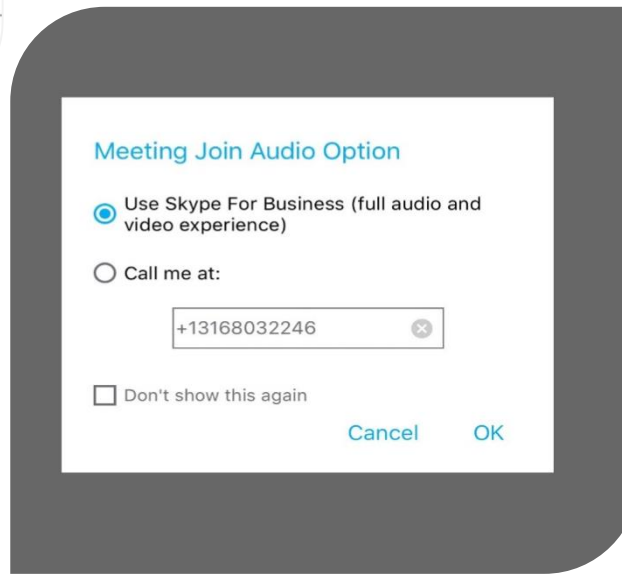
Using Skype to Join Meetings



1. Open meeting notice from your calendar within your phones Email application (iPhone, Android, or Secure Hub)

2. Choose audio option

Note: If you have good internet signal, keep the default checked – if signal is poor, switch to cellular audio using “Call Me at” option



3. Press OK to connect call – Screen will look like this and you will have additional audio options (including video option where supported)

