Information Technology Helpful Tips



Installing Skype for Business - Mobile

SET-UP PART 1

- 1. Go to App Store (or Google Play Store)
- 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
- 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

 Enter your Spirit Corp account log in password. 	S
Note: This is the same password that you use to log into a Spirit computer.	Sign in
	nancy.r.gilmour@spiritaero.com
2. Ensure "Save Password"	Enter your password
option is slid to green.	Save Password
3. Click Sign in.	Advanced options
Passwords are case and symbol sensitive!	Sign in
	Sign-in help





Using Skype to Join Meetings

nvitees:		7 invitee	
From:		Sandoval, Mariah	
Join Meeting	Dial In	Running Late	
67	000		
✓ Yes	? Maybe	× No	

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

2. Choose audio option

Trouble Joining? Try Skype Web App

à Join Skype Meeting

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



Meeting Join Audio	Option		
Use Skype For Busine video experience)	ess (full audio	and	
O Call me at:			
+13168032246	0		
Don't show this again			
	Cancel	OK	

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

Owner: IT