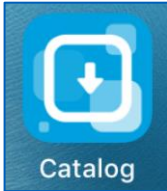


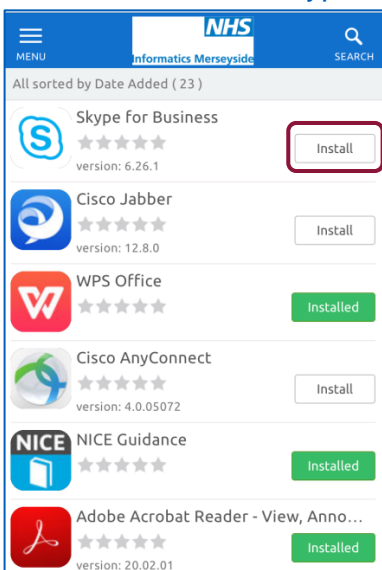
## IOS – Skype for Business Installation Guide

### Installing Skype for Business

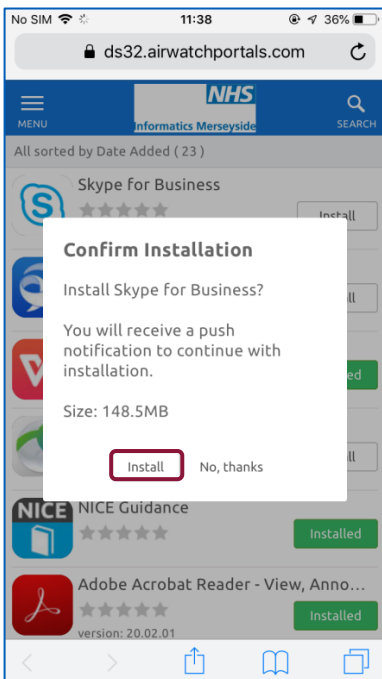
- Click the [Catalogue](#) icon on the device home screen.



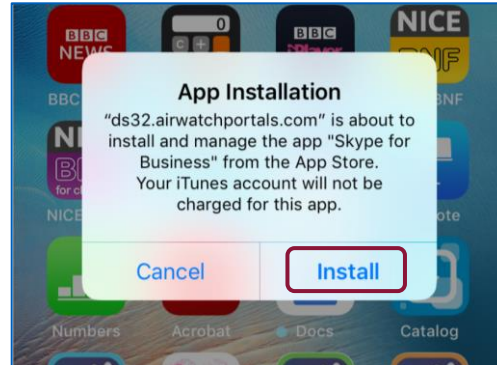
- Click [Install Skype for Business](#).



- Click [Install](#) to confirm installation.



- Press the [Home](#) button to return to the home screen → [Install](#).

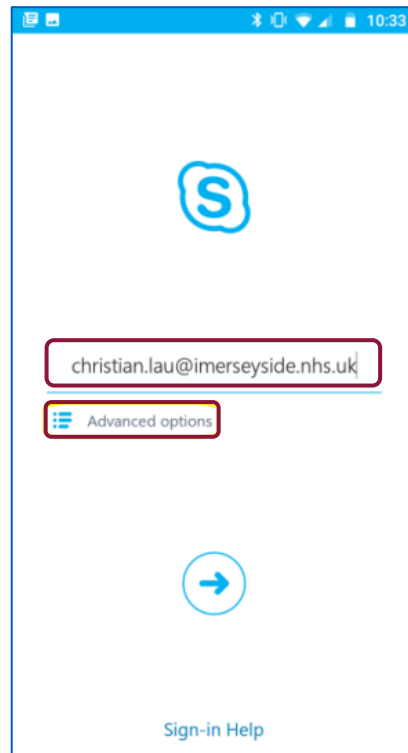


Skype for Business will now start to download.

**Please contact the IT Service Desk if an Apple ID password prompt appears.**

### Setting up Skype for Business Account

- Enter the NHS work email address → [Advanced Options](#).

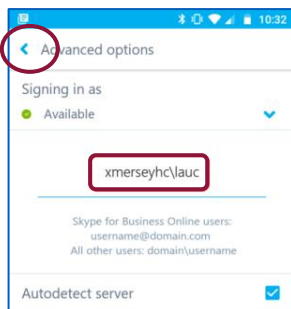


- In the username tab, enter the correct **domain/windows account username**.

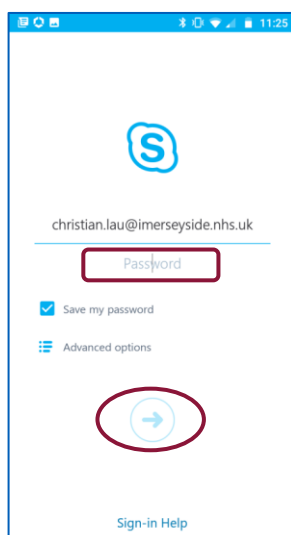
To log into the **MCTDOM** domain, enter **MCTDOM\Username**: (typically anyone in Local/Secure Divisions and corporate functions within Mersey Care)

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

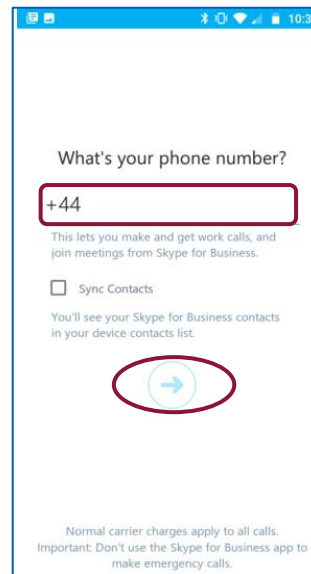
- Click the **blue arrow** at the top, left of the screen to return.



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

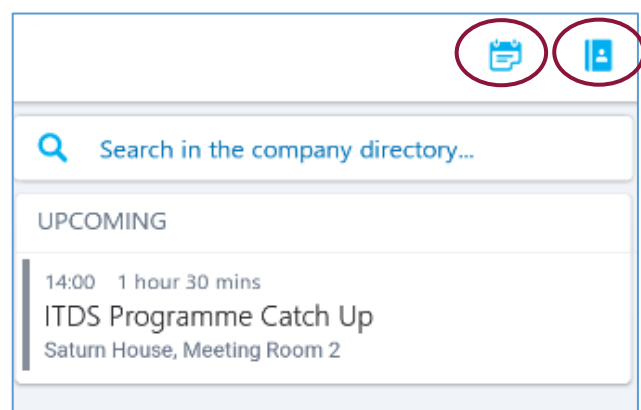


- Enter the **work mobile number** → click the **blue arrow** to move on.



Skype for Business set up should now be complete.

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](mailto:training@imerseyside.nhs.uk)