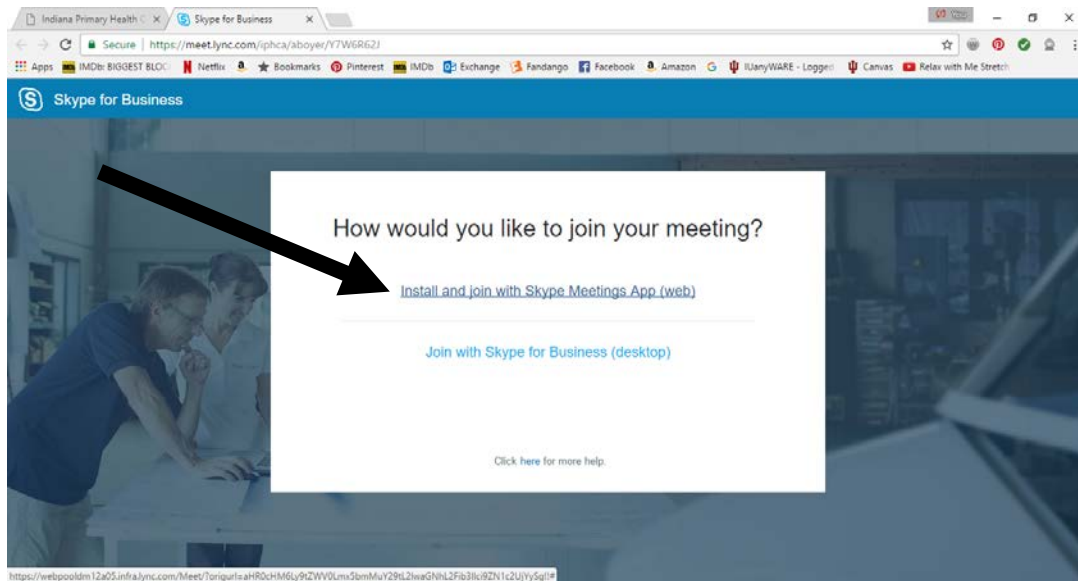


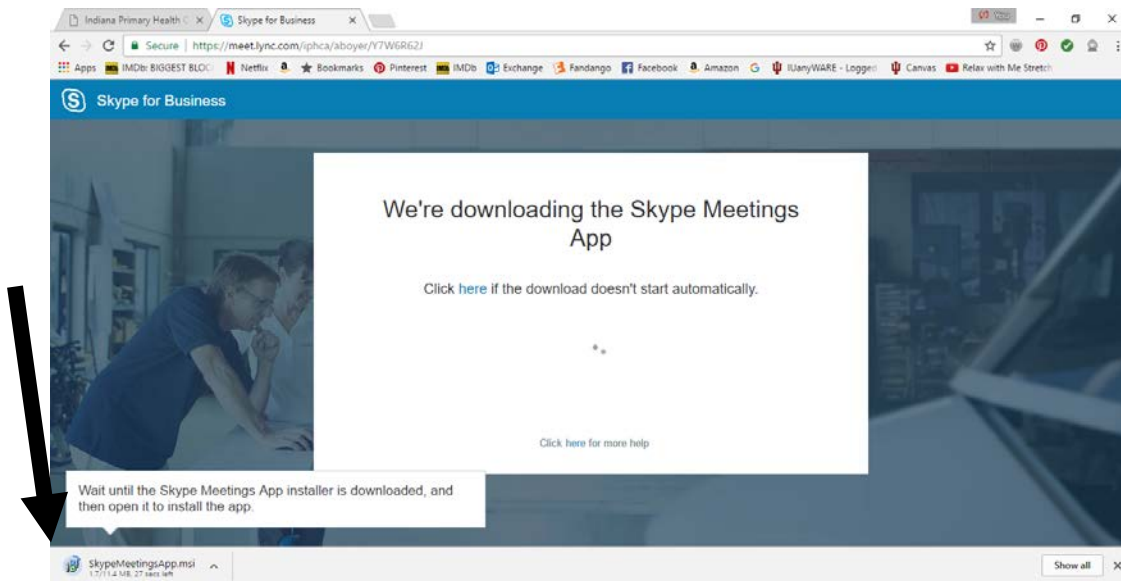
Joining a Skype for Business Meeting – Quick Tips

First Time Users: The first time you join a Skype for Business meeting, you may be asked to Install the Skype Meeting App (web).

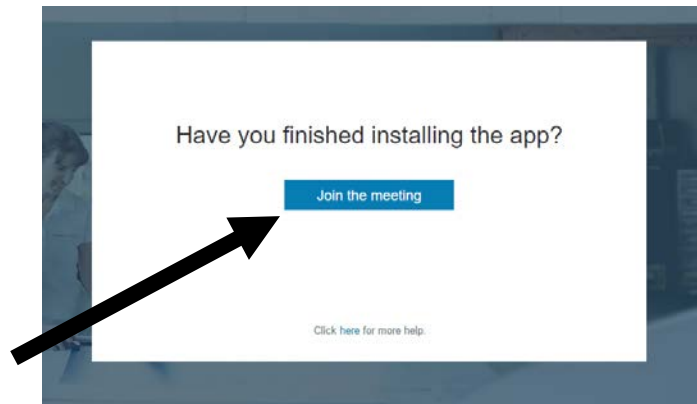
Note: If your organization is already using 'Skype for Business' or have joined a Skype for Business Meeting before through the web app, then you would not need to install any app – skip to the last step (for **Existing Users**)



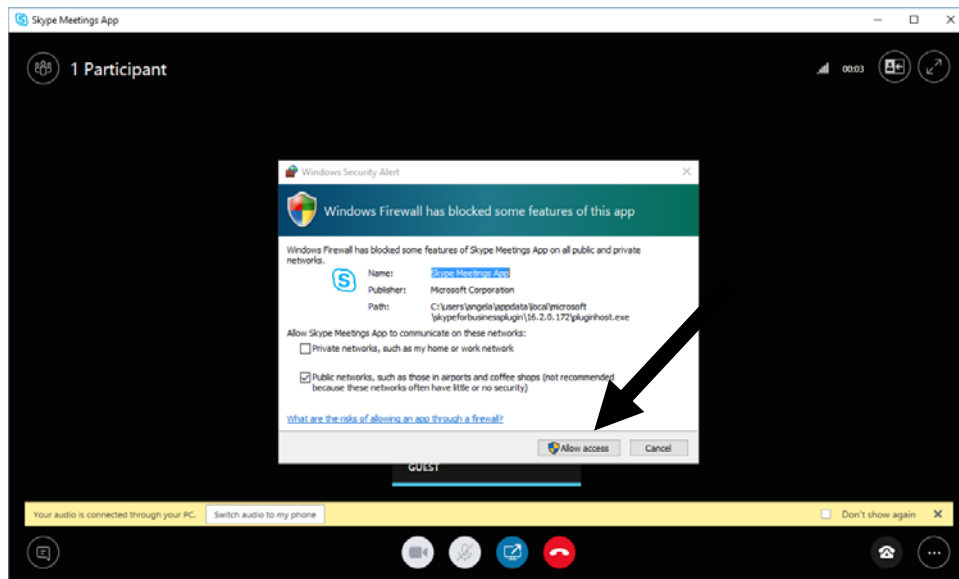
Step 2: Allow the App to install



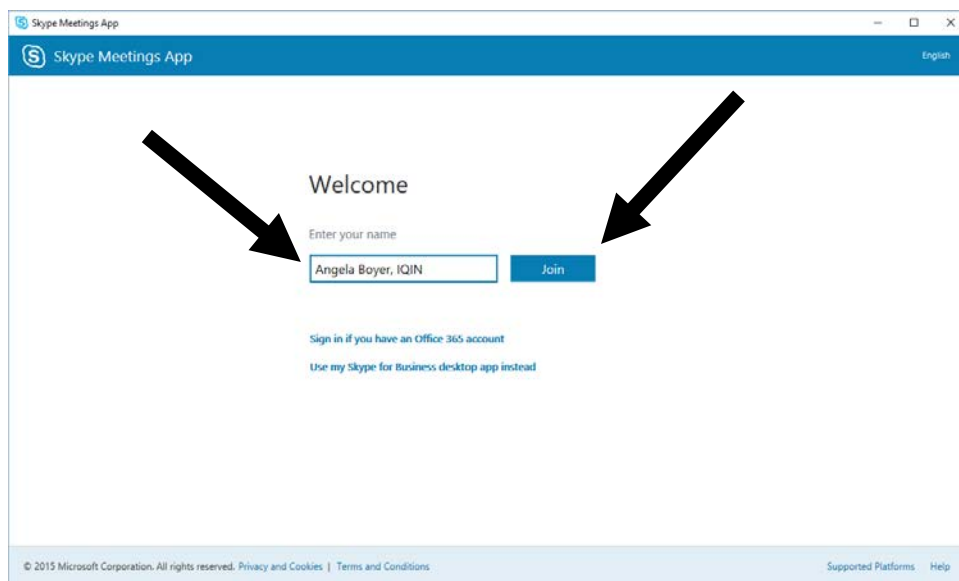
Step 3: After installing the App, you can join the meeting.



You may receive a Firewall notice. You will need to Allow Access.



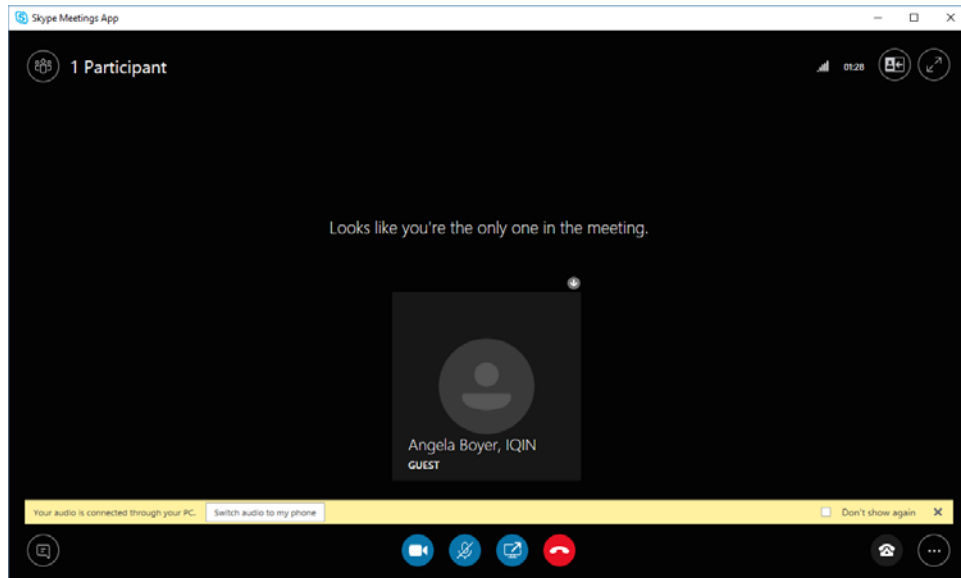
Step 4: Enter your name and organization name and Join.



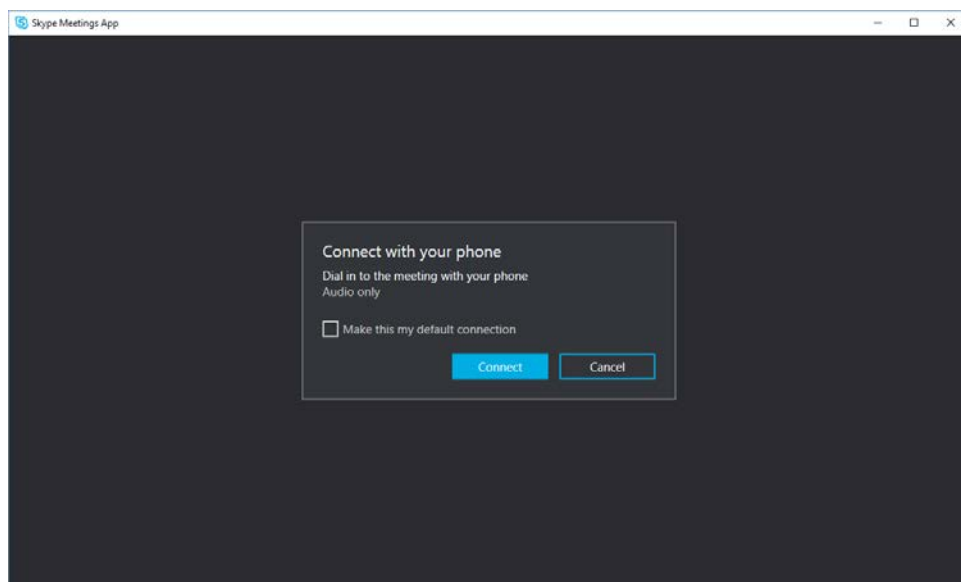
Step 5: You have two choices for Audio:

Audio Option 1: You can use your computer's mic and speakers. If you use your computer, please make sure your speakers and mic are not muted and the volume is adjusted to your preferences.

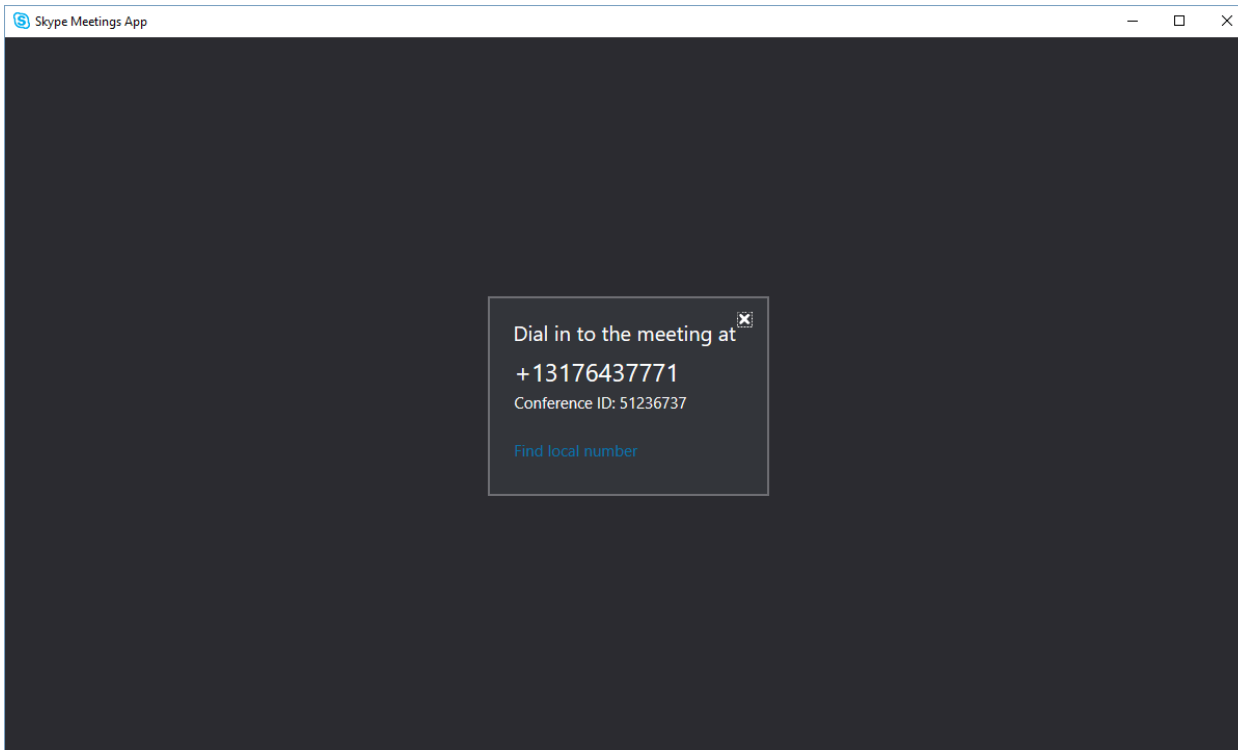
Audio Option 2: You can use your phone to call-in. If you prefer to call-in, select "Switch audio to my phone" from the yellow bar at the bottom of the screen.



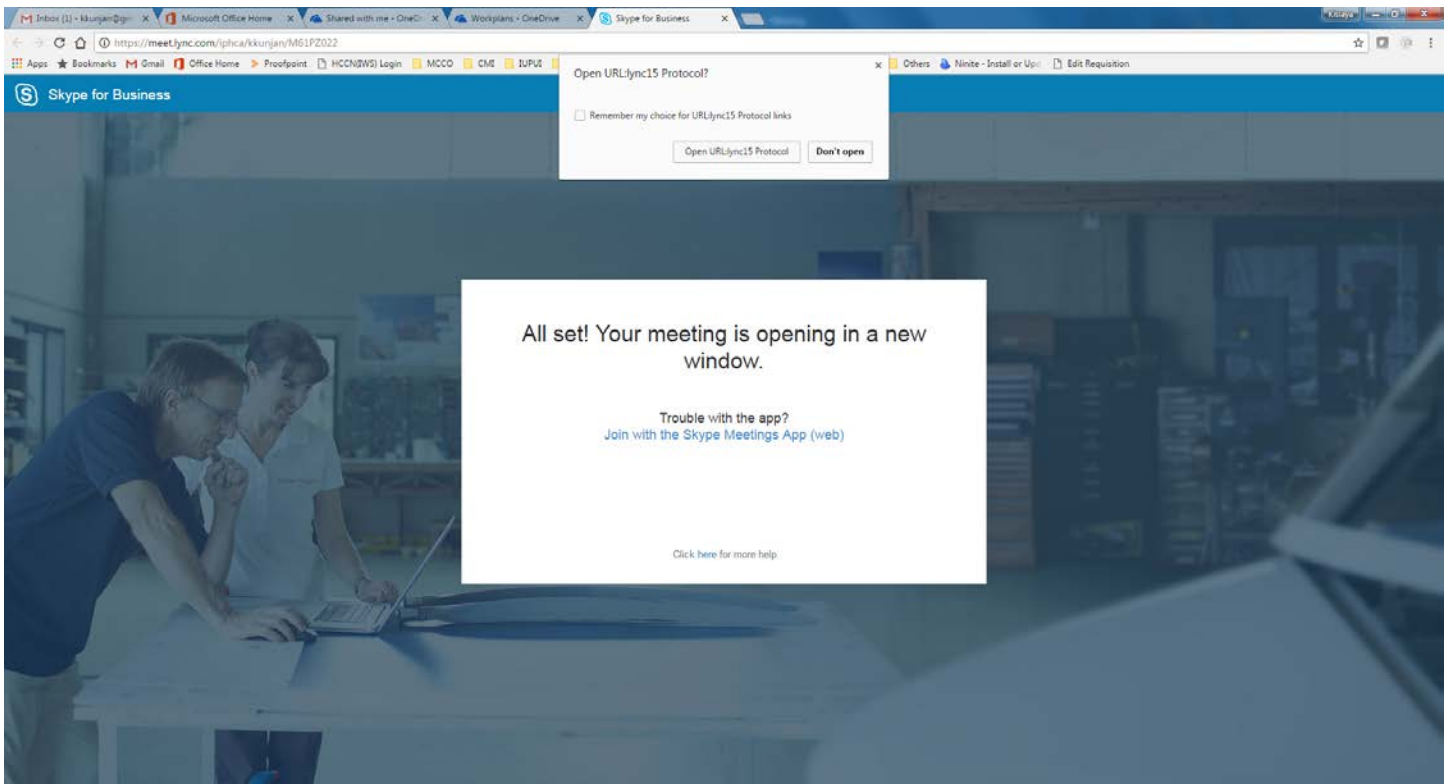
You can connect (and have the option to make this your default connection):



Call-in number and Conference ID will display.



Existing Users: For users who already have Skype Web App or Skype for Business installed, then when you click on the 'Join Skype Meeting' link in your invite, you will be prompted to 'open URL:Lync15 Protocol'. Check on 'Remember my Choice' and Click on Open URL.



You will then be directed to the Skype Meeting Interface.