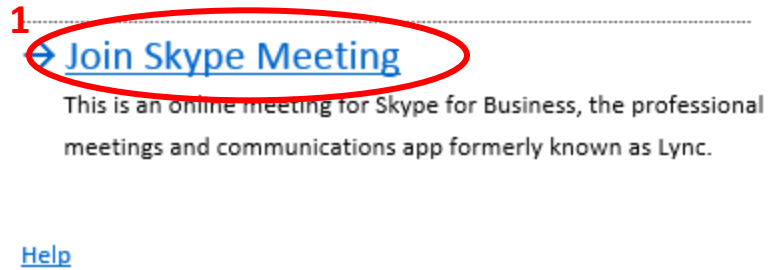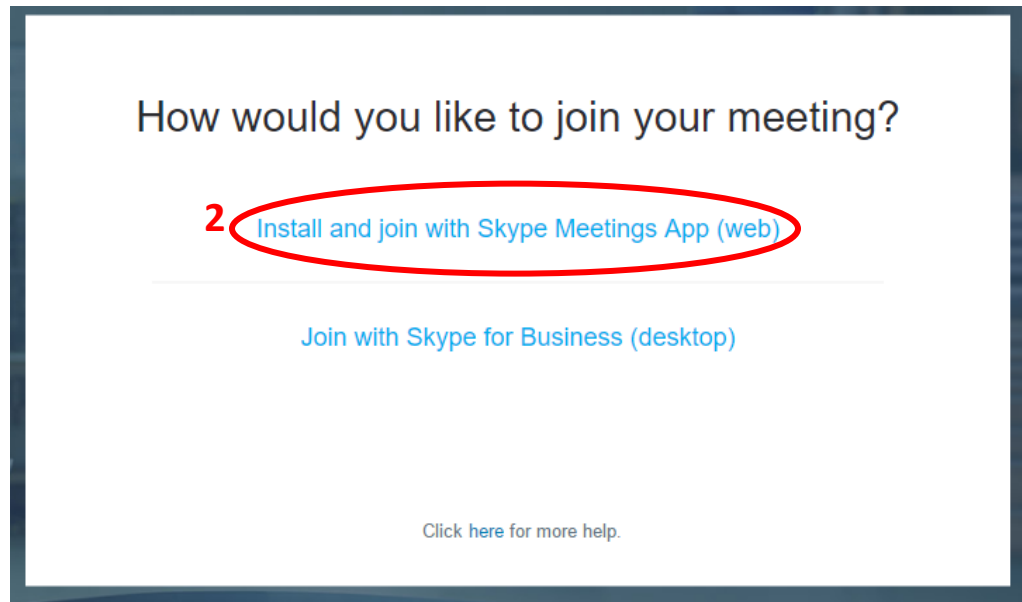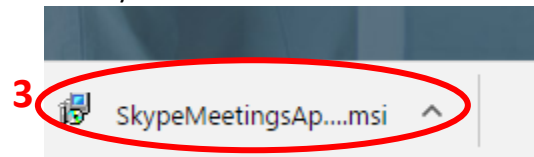1. Click "Join Skype Meeting" in this e-mail or copy and paste the link provided into a web browser. Directions were written using the **Chrome web browser.**

1

⟶ Join Skype Meeting

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Help

2. Click "Install and join with Skype Meetings App (web)"

How would you like to join your meeting?

2 Install and join with Skype Meetings App (web)

Join with Skype for Business (desktop)

Click here for more help.

3. Click the file that appears in your download bar at the bottom of your screen

3 SkypeMeetingsAp....msi ∧

4. If prompted, Click "Run"

Open File - Security Warning

Do you want to run this file?

Name: ...s\jbarton\Downloads\SkypeMeetingsApp (1).msi
Publisher: Microsoft Corporation
Type: Windows Installer Package
From: C:\Users\jbarton\Downloads\SkypeMeetingsAp...

4 Run   Cancel

☑ Always ask before opening this file

While files from the Internet can be useful, this file type can
potentially harm your computer. Only run software from publishers
you trust. What's the risk?
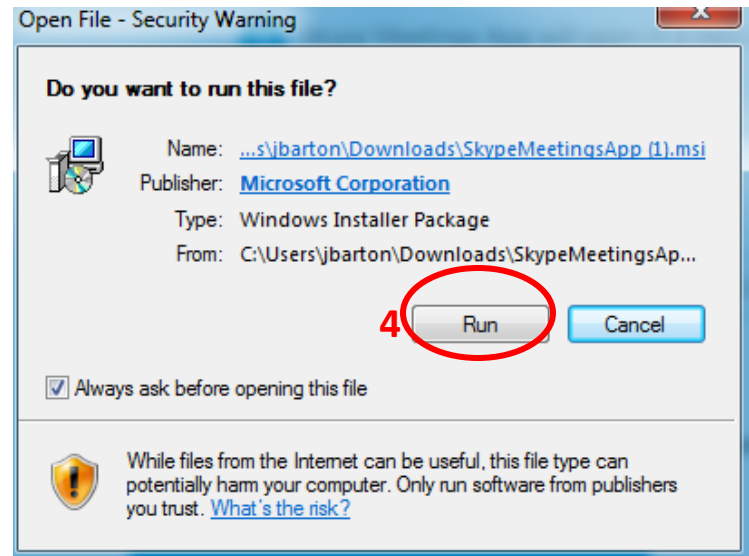
5. Click Blue "Join the Meeting" button

Have you finished installing the app?

5 Join the meeting

Click here for more help.
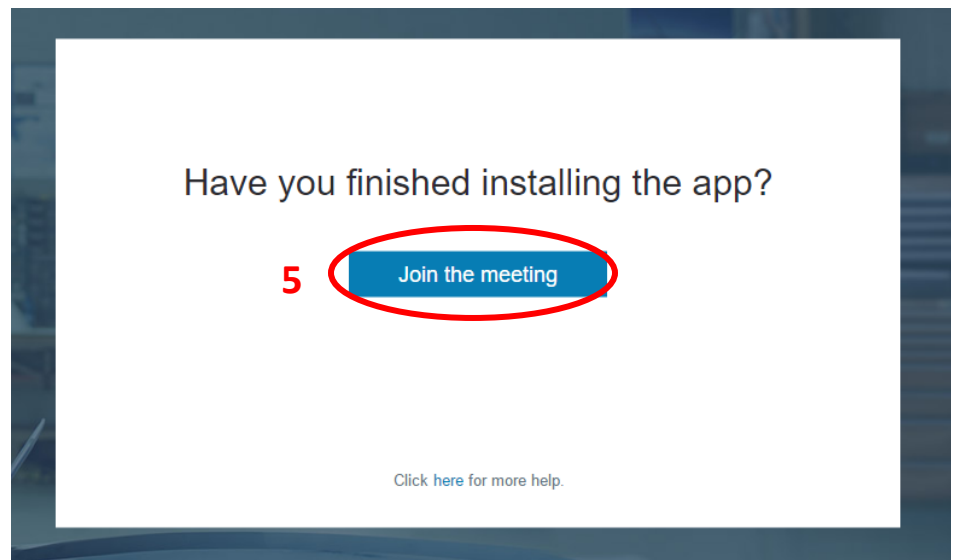
6. Click "Open Skype Meetings App"

Open Skype Meetings App?

☐ Remember my choice for Skype Meetings App links

6 Open Skype Meetings App   Don't open
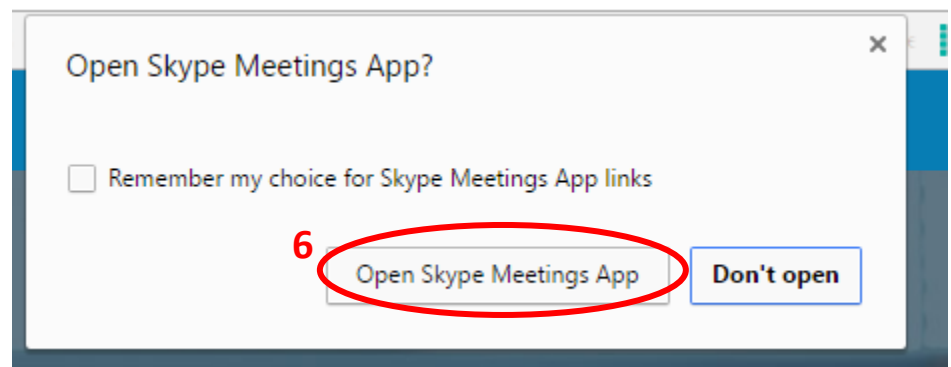
7. Type your first and last name in the box and click "Join"

Welcome

Enter your name

7a

7b
Join

Sign in if you ~~have~~ an O~~ffice~~ 365 account

Do not click "Sign in if you have an Office 365 account"

Use my Skyp~~e for Busi~~ desktop app instead

8. If you do not have a webcam or microphone, you may see this screen. You can choose to dial in using a phone. After you press connect it will display the dial in number and conference ID for you to enter on your phone.

Choose meeting audio

○ Skype for Business

You need to set up an audio device.

8 ● Phone: I will dial in
Audio only

☐ Make this my default connection

Connect   Cancel

9. Use the Chat button in the lower left hand corner to communicate with the group.

Troubleshooting tips:

- Make sure your sound is not muted on your computer.
- If you are in a classroom with a projector, your sound may be routed through the projector and you may need to turn it on to hear.
- If you have external speakers, make sure they are on and the volume is loud enough.