Connect to a Meeting

Along with this set of instructions you will have received a Skype for Business meeting invitation which includes a link: → Join Skype Meeting

1. Open Meeting Link. Copy the Skype meeting address from your meeting invite to your web browser.

- see this note if using Google Calendar)
- If installed, Office Communicator or a Skype for Business client may pop-up, close either of these and click the web app link.

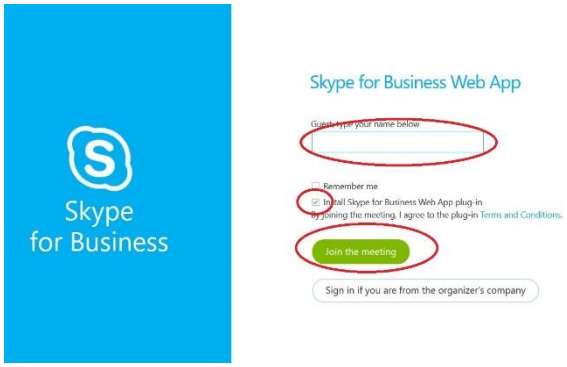


Figure 1 Join Meeting Page

2. Join the Meeting. (Figure 1)

- Enter your name in the guest box.
- Be sure that 'Install Skype for Business Web App plug-in' is selected.
- Click 'Join the meeting'. If using Chrome, click the Skype for Business Web App plug-in link.

3. Your web browser will download the Microsoft Skype for Business plugin, Choose to save the file if asked

4. Run the plugin once it has finished downloading. (Figures 2 & 3)

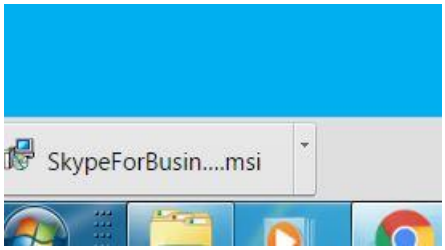


Figure 2 Chrome Plugin Saving

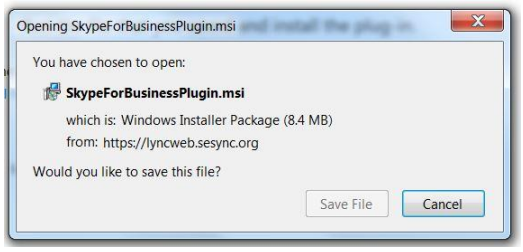


Figure 2 Firefox Plugin Saving

5. After the installation finishes, your web browser should reload. In Chrome and Firefox, be sure to un-block the plugin.

- **For Firefox**, choose “Allow and remember” (Figure 4).
- **For Chrome**, choose “Always allow,” (Figure 5).

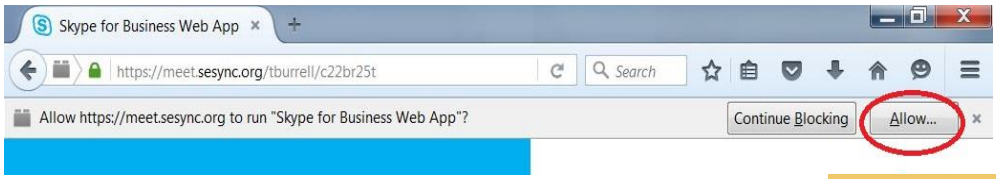


Figure 3 Firefox Allow Plugin

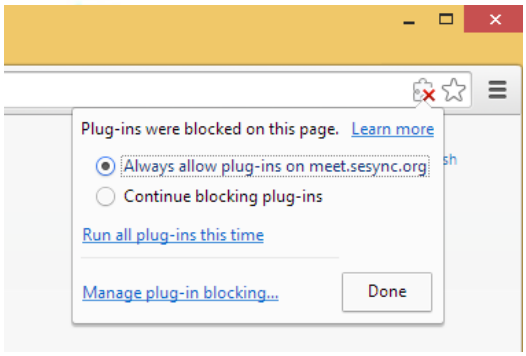


Figure 5 Chrome Allow Plugin

6. Your browser should now connect you to the meeting.

- If the meeting link does not connect, reload the meeting link and then connect as a guest.

10. If using Chrome or Firefox, you will be prompted to allow the plug-in to run after joining the meeting.

- **In Firefox**, make sure the “Always allow…” box is checked, then click “Allow” (Figure 6).
- **In Chrome**, make sure the “Remember my choice…” box is checked, then click “Launch Application” (Figure 7).

Figure 6 Firefox Allow Skype For Business

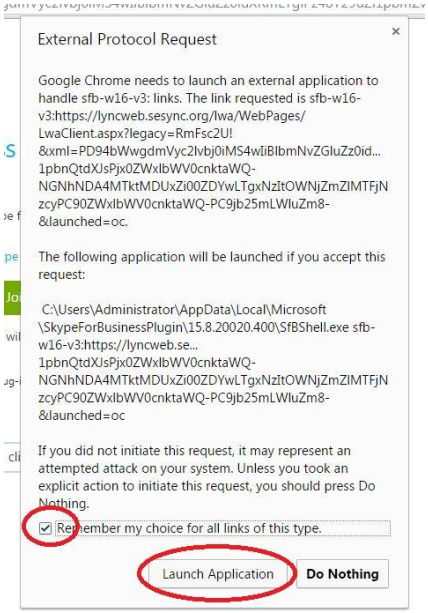


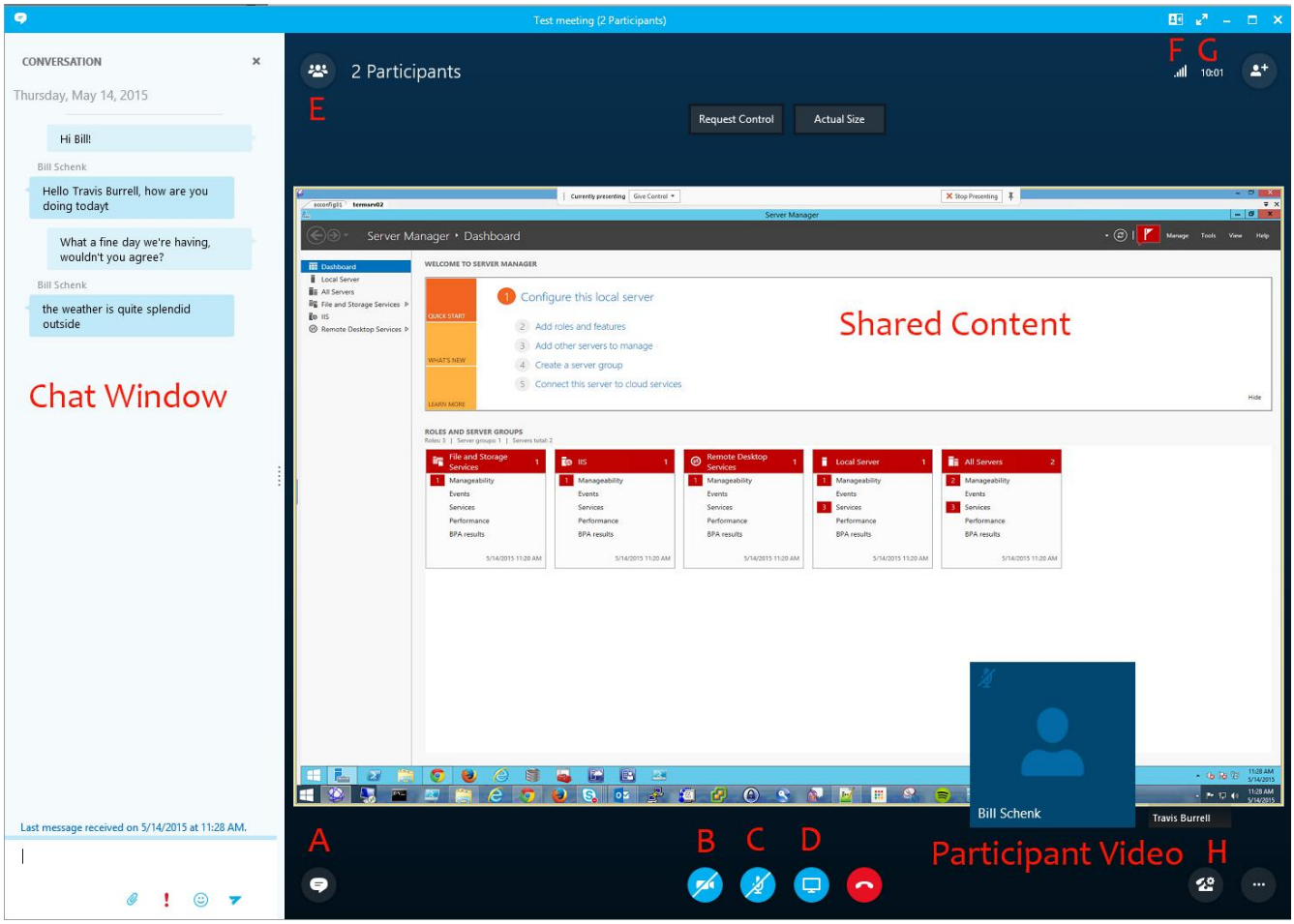
Figure 7 Chrome External Protocol Request

11. Skype will now join you to the meeting, if you do not have a headset or microphone available, you will be prompted to connect one and rejoin the meeting.

12. You will be muted when you join the meeting. Please be sure to un-mute to contribute to the discussion. (See B in figure 6 below)

Navigating your Skype Meeting

After you connect to your Skype meeting, you will see the following screen.



The meeting controls are described below.

A. View meeting chat window
B. Start or Stop your webcam
C. Mute/Unmute your microphone (You will need to un-mute when you join the meeting)
D. Share your screen or an application (See Figure 8)
E. View meeting Attendees
F. Change meeting layout (Only affects you)
G. Change Meeting to Full Screen.
H. Meeting Settings (setup your microphone, speakers, webcam)

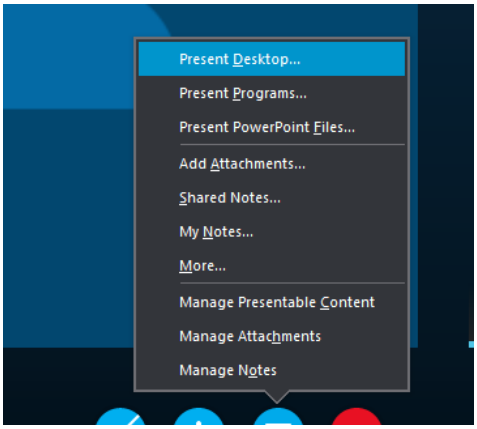


Figure 8 Sharing Content

Note:

If using Google Calendar, your meeting details may not be automatically hyperlinked. The URL for your meeting can be found by clicking the event's description, which will turn it into editable text, also displaying the web address. See figure 10 below.

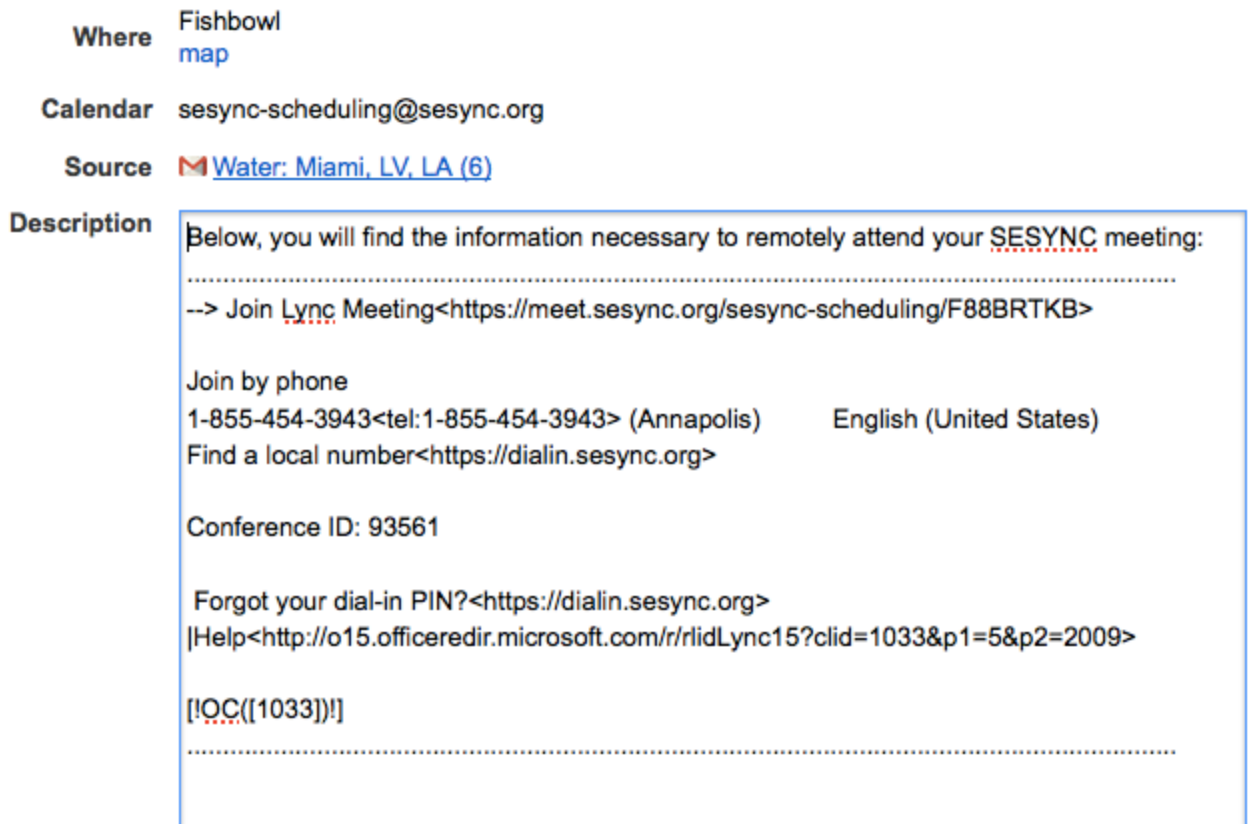


Figure 10. Lync Meeting in Google Calendar