



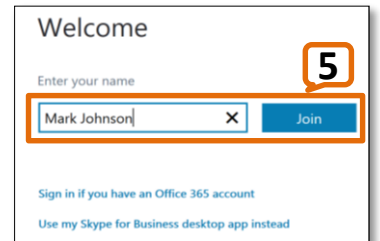
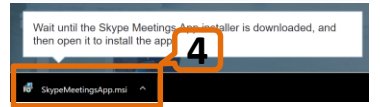
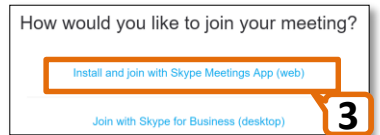
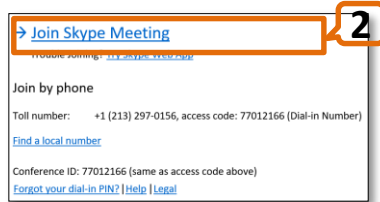
Joining Skype Meeting for External participants

You can join a Skype for Business meeting by using Skype Meetings App. Just click on meeting link in your email/invitation and follow the instructions on this page to join.

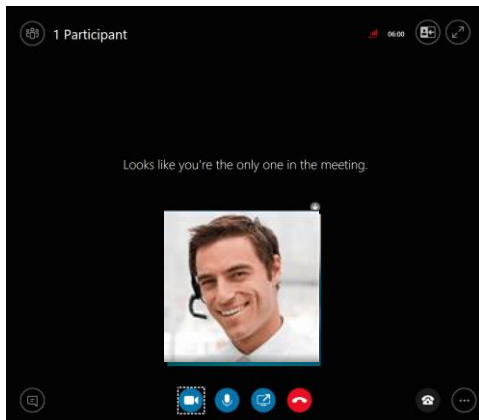
Note: You do not need to join Skype meeting using Skype Web App for an audio only call. For an audio only call, simply dial in using the phone number and the conference ID to join the audio conference.

Join Skype Meetings App on a PC

- 1) Go to your email/calendar invite and click on the link to join the meeting
- 2) Click on **Join Skype Meeting**
- 3) Select **Install and join with Skype Meetings App (Web)**. *Skype Meeting App installer will be downloaded. You do not need admin rights to install this.*
- 4) Once the download is complete, double click on the Skype Meeting App to install the app. *Follow the instructions to launch the Skype Web App. You may be see a firewall prompt. Please click Allow Access on the firewall prompt.*
- 5) Type your full name in the Name box and click on **Join**. *You'll now join the meeting*



Please visit <https://support.office.com/en-us/article/skype-meetings-app-help-skype-for-business-web-app-e08370be-2fbb-4ce9-9a90-c84d92cc4cab?ui=en-US&rs=en-US&ad=US> if you have any issues or need more information about Skype Meeting App.



Join Skype Meetings by dialing from a phone

You can join a Skype for Business meeting by using a phone. To join Skype meeting, call the dial in number listed, meeting ID as listed on the invite. Follow the prompts provided by the conferencing system. Use this only if you do not need to see the presentation that is being shared in the meeting.

Join Skype Meetings App on iPhone/Android

If you cannot join the meeting on a computer, you can use you mobile device (iPhone/Android). Before the scheduled meeting, please download Skype for Business app (make sure the app is **Skype for Business** NOT Skype) from App Store or Google Play Store.

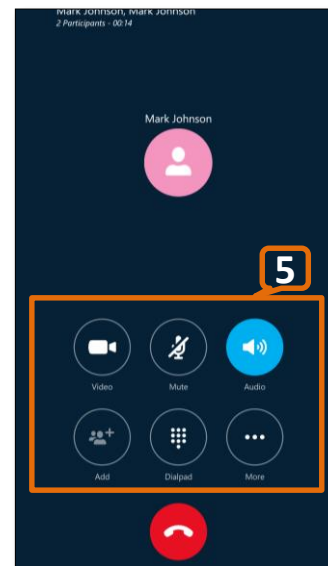
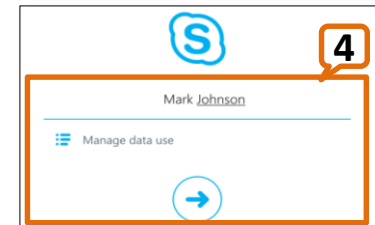
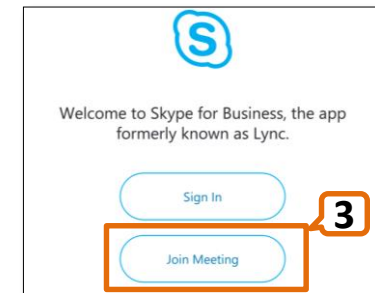
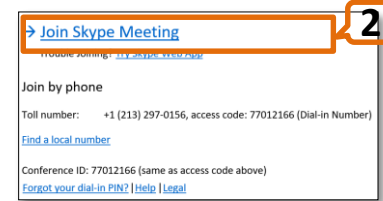
Make sure to join from a location that has good wifi connectivity.

You can download Skype for Business app using the following links:

iOS app: <https://itunes.apple.com/us/app/skype-for-business-formerly/id605841731?mt=8>

Android Apps: <https://play.google.com/store/apps/details?id=com.microsoft.office.lync15&hl=en>

- 1) Go to your email/calendar invite and click on the link to join the meeting
- 2) Click on **Join Skype Meeting**. *Skype for Business App will launch*
- 3) Select **Join Meeting**
- 4) Type in your full name and **press proceed arrow** to join the meeting. *If you are not connected to wifi network, select Manage data use and make sure all default settings are off before joining*
- 5) Once you join the meeting, make sure to unmute your microphone to start speaking,



Please visit https://support.office.com/en-us/article/help-for-skype-for-business-on-a-mobile-device-41e5bb41-9bb1-4347-b485-ae0611ba1d76?OS_Type=iOS if you have any issues or need more information about Skype for Business mobile app.