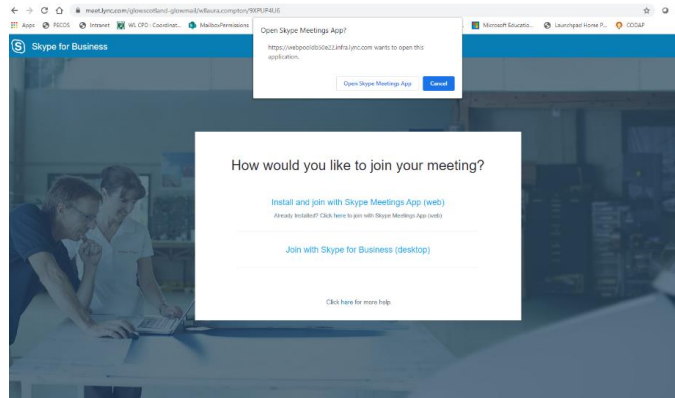


Joining a Skype for Business Meeting

You can join using any internet enabled device. Here are some basic instructions to help you.

1. Click on the meeting link you have been sent by the organiser.

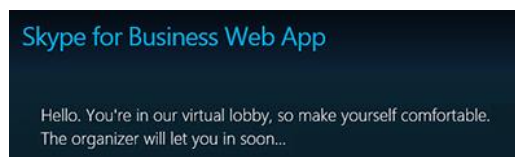
You may be asked to install the **Skype for Business Web App** which is required to allow you to use audio and video. The process will be slightly different depending which browser or device you are using. **No account or login is required.**



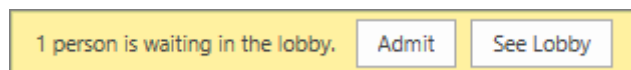
2. Type your name on the Guest sign-in screen and select Join the meeting.

A screenshot of the 'Skype for Business Web App' guest sign-in screen. It features a text input field with 'Ruby Luffman' entered. Below the field are two checkboxes: 'Remember me' and 'Install Skype for Business Web App plug-in'. A green 'Join the meeting' button is prominent, and a 'Sign in if you are from the organizer's company' link is at the bottom.

3. Depending on the meeting options set by the organizer, you'll either join the meeting immediately, or be directed to the virtual lobby.



4. If you're in the lobby, the meeting organiser is immediately notified that you're waiting.



5. Use the tools to switch on or off your camera and mute and unmute your microphone.

