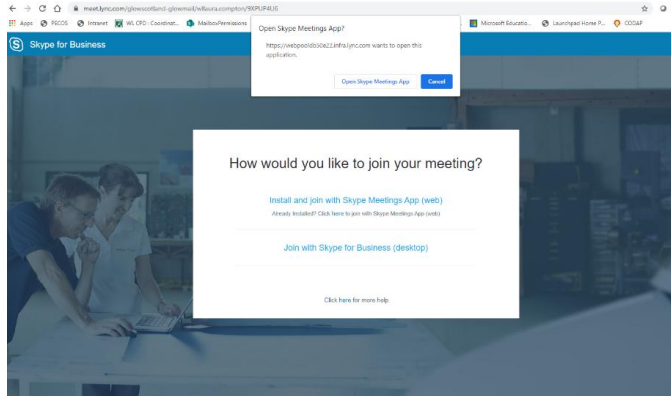


Joining a Skype for Business Meeting

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.

Skype for Business Web App

Guest, type your name below

Ruby Luffman

Remember me

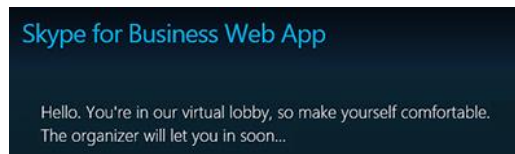
Install Skype for Business Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

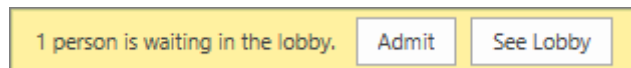
Join the meeting

Sign in if you are from the organizer's company

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.

