

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.

2. Join the Meeting. (Figure 1)

- Select 'Install and join with Skype Meetings App (web)

3. Your web browser will download the Skype Meetings App, Choose to save the file if asked

4. Run the plugin once it has finished downloading. (Figure 2)

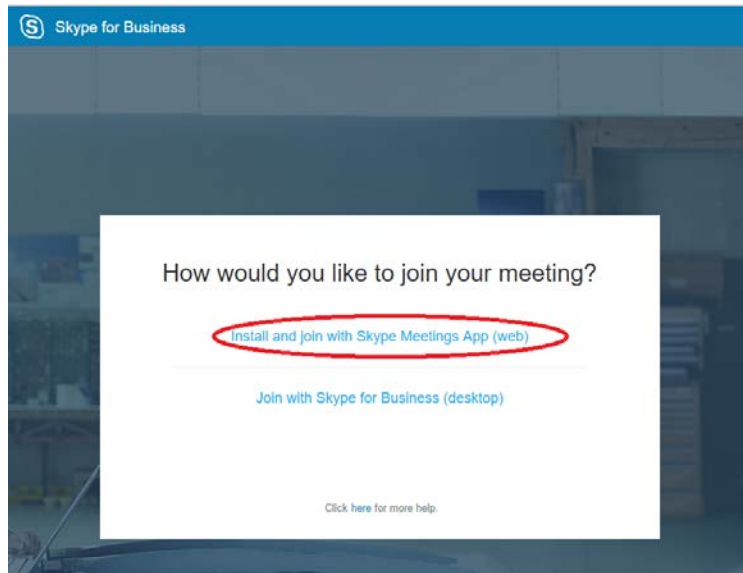


Figure 1 Skype Meetings landing page

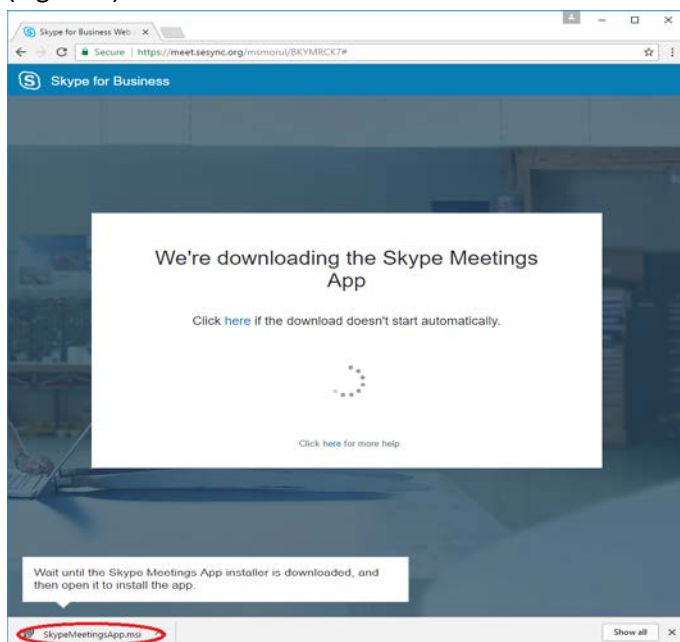


Figure 2 Skype Meetings Web-App Saving

5. After the installation finishes, go back to your web browser and Click 'Join the meeting'. (Figure 3)

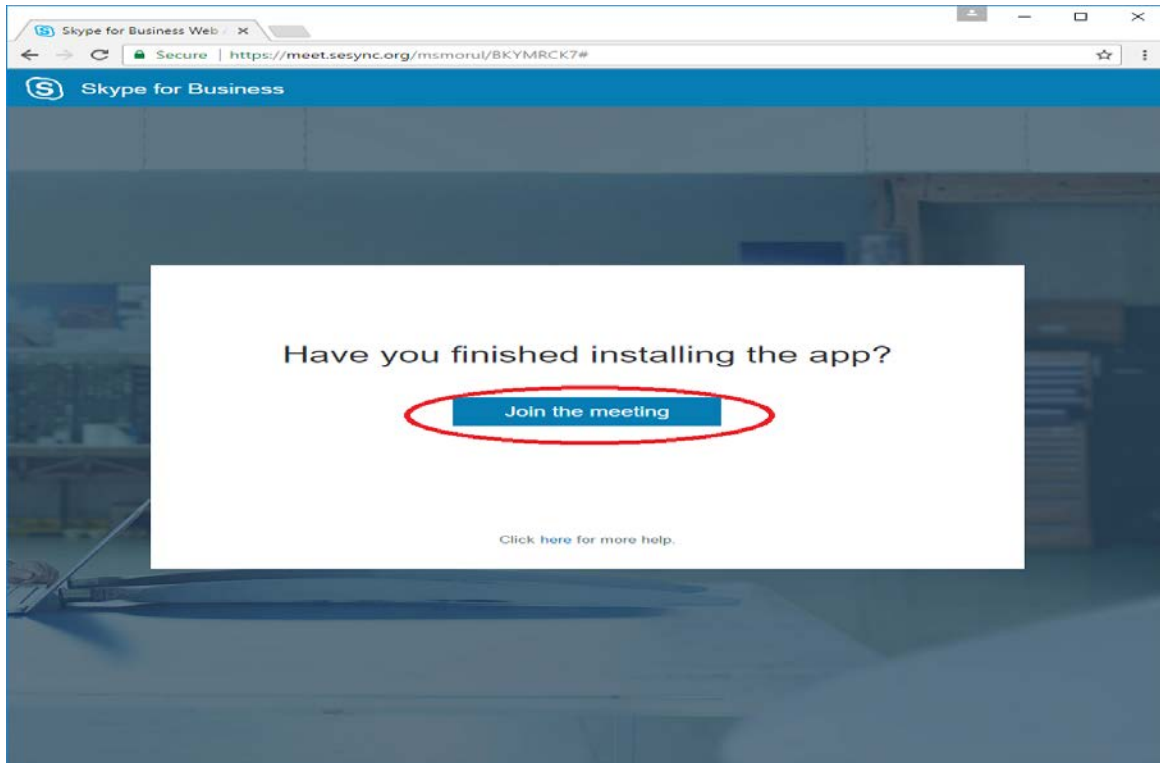


Figure 3 Join Meeting Page

6. In your browser, the meeting will open a popup a prompt to launch the Skype Meetings App as shown for Chrome and for Firefox (Figures 4 & 5). Check 'Remember my choice for Skype Meetings App links' and open the meeting.

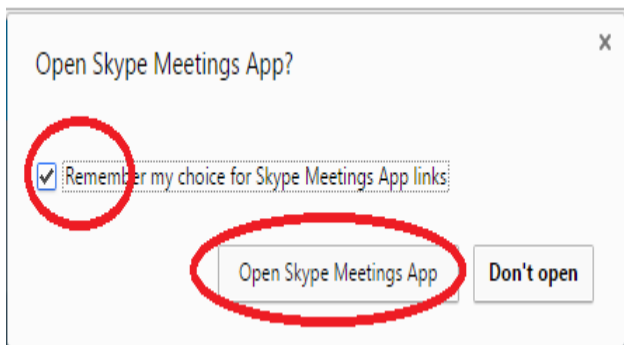


Figure 4 Chrome Skype Meetings App Launch

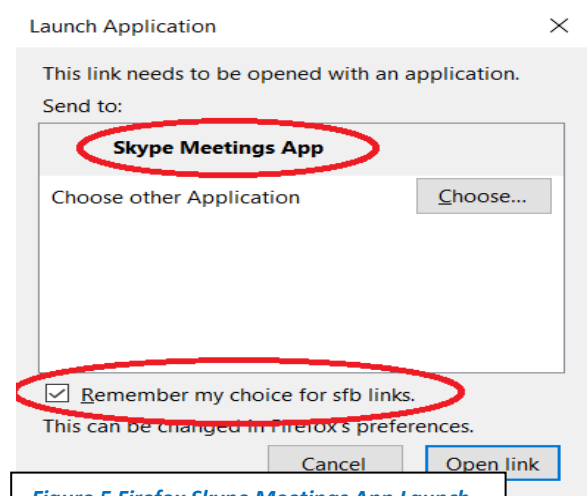


Figure 5 Firefox Skype Meetings App Launch

7. You should now be connect to the meeting in a new window of your browser. Enter your name and Click 'Join' to enter the meeting. (Figure 6)

9. The Skype Meetings App 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.

- In **Firefox and Chrome**, make sure the "Always allow..." box is checked, then click "Allow" (Figure 7).

- In **Firefox and Chrome**, make sure the "Domain networks..." box is checked, then click "Allow access" (Figure 8).

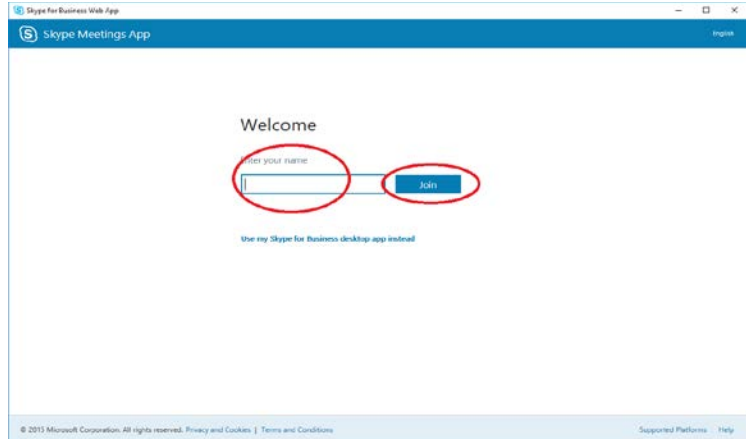


Figure 6 Enter Name and Join meeting

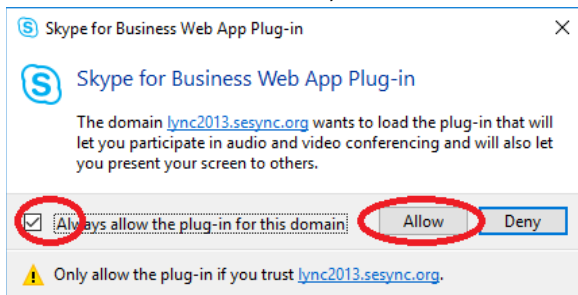


Figure 7 Firefox and Chrome Allow Skype For Business

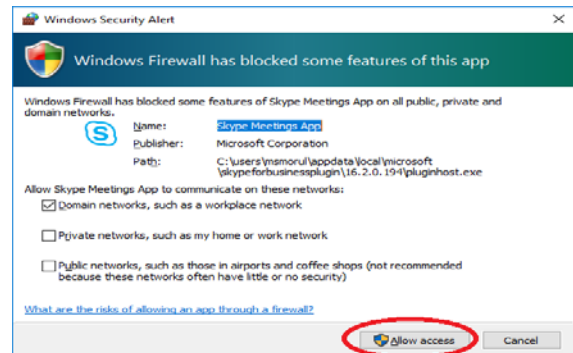
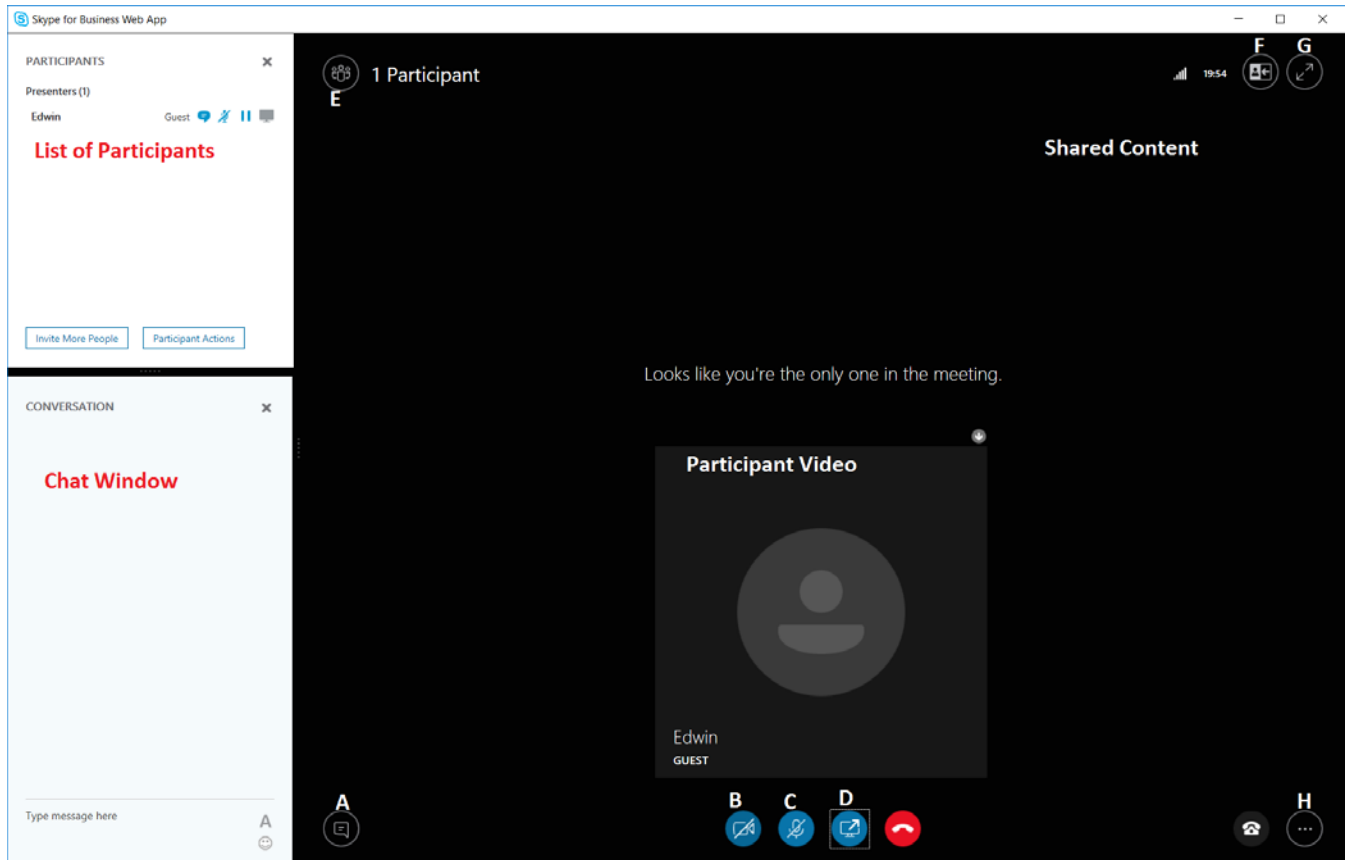


Figure 8 Firefox & Chrome Allow Network access for Skype For Business

10. Your microphone will be muted when you join the meeting. Please be sure to un-mute and enable the camera 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)

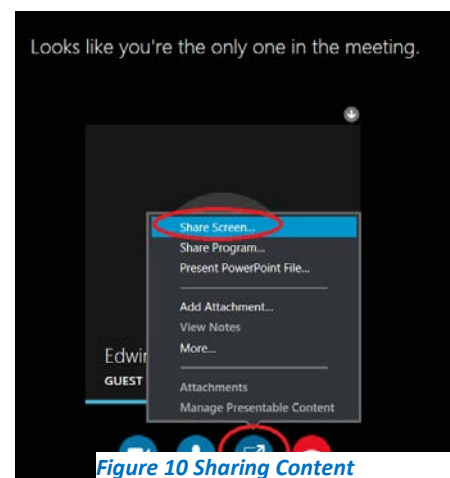


Figure 10 Sharing Content

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.


Where	Fishbowl map
Calendar	sesync-scheduling@sesync.org
Source	 Water: Miami, LV, LA (6)
Description	<p>Below, you will find the information necessary to remotely attend your SESYNC meeting:</p> <p>.....</p> <p>--> Join Lync Meeting<https://meet.sesync.org/sesync-scheduling/F88BRTKB></p> <p>Join by phone 1-855-454-3943<tel:1-855-454-3943> (Annapolis) English (United States) Find a local number<https://dialin.sesync.org></p> <p>Conference ID: 93561</p> <p>Forgot your dial-in PIN?<https://dialin.sesync.org> Help<http://o15.officedir.microsoft.com/r/rldLync15?clid=1033&p1=5&p2=2009></p> <p>[!OC([1033])!]</p> <p>.....</p>

Figure 11. Lync Meeting in Google Calendar