

Joining a Skype meeting on PC (laptop or desktop) scroll down for cellphone instructions:

1. Find your email invite to the Skype meeting. Click "Join Skype Meeting"

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

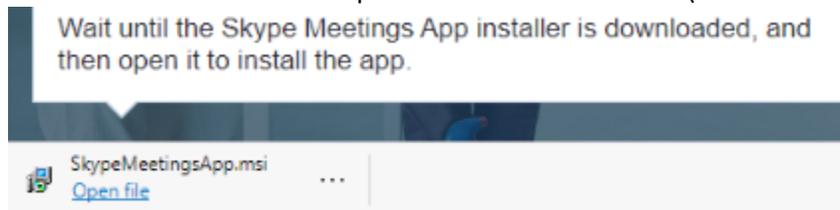
2. A new window or tab will open, asking "How you would like to join your meeting?"
Select "Install and join with Skype Meetings App (web)"

How would you like to join your meeting?

[Install and join with Skype Meetings App \(web\)](#)

Already Installed? [Click here](#) to join with Skype Meetings App (web)

3. It will either say "We're downloading the app installer." In the bottom left of the window OR **click Run**. Once the file downloads **click on it** to open the file and let it install (



4. After it installs a new window opens, the Skype Meetings App, asking for your name, type it in and click the "Join" button **IF IT IS NOT ASKING FOR YOUR NAME** Join as Guest, then type in your name
 - a. If you click on the wrong link, close it, click on "join the meeting again"
5. You will now be joined to the Skype meeting and can use the buttons at the bottom of the window to control showing video, muting your microphone, and ending the call



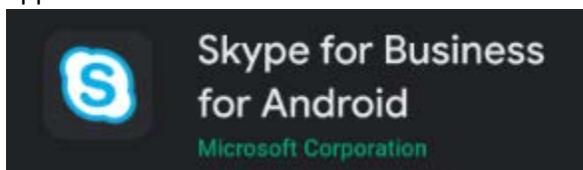
Joining a Skype meeting on a smartphone:

1. Find your email invite to the Skype meeting. Tap "Join Skype Meeting"

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

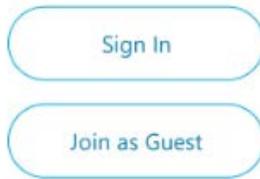
2. Your phone may ask what to open with, select your web browser, Chrome, Safari, Firefox
3. If this is your first time, you will be brought to the App store page for Skype for Business for Android. Install this app



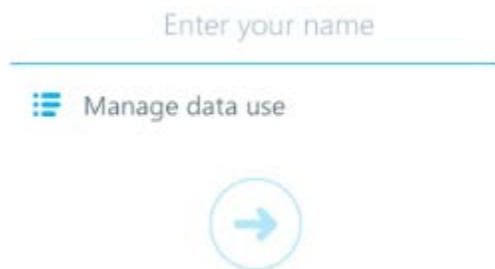
4. If it doesn't open, you may need to go back and use link in your email again. When it does, you will need to do first time setup. It will tell you what is new, press the arrow button. It will ask for permissions a couple times for

audio and calls, please select **“Allow”** each time. The Terms of use will be displayed, press Accept. These sets won't happen in the future as long as you leave Skype for Business for Android installed

5. You will be given two options, choose **“Join as Guest”**
Welcome to Skype for Business,
the app formerly known as
Lync.



6. Now it will be asking for your name, enter it and press the arrow button and you will be joined to the meeting.



You can use the on-screen buttons to control showing your video and unmuting your audio