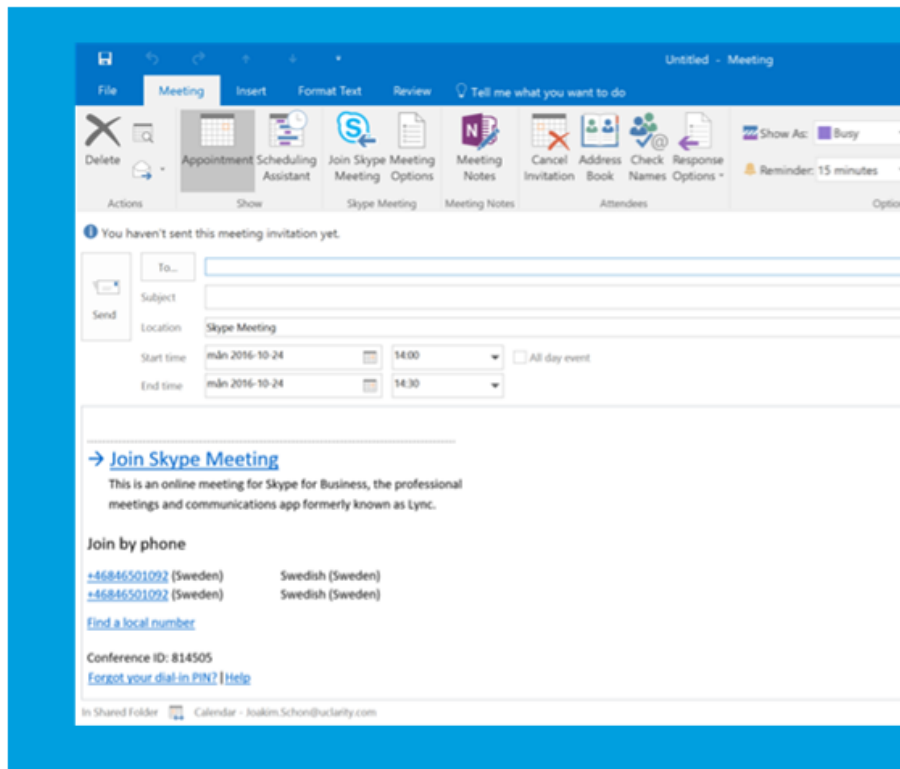


How to join Skype meetings as external

First choice: Join as a meeting attendee – Using the web client

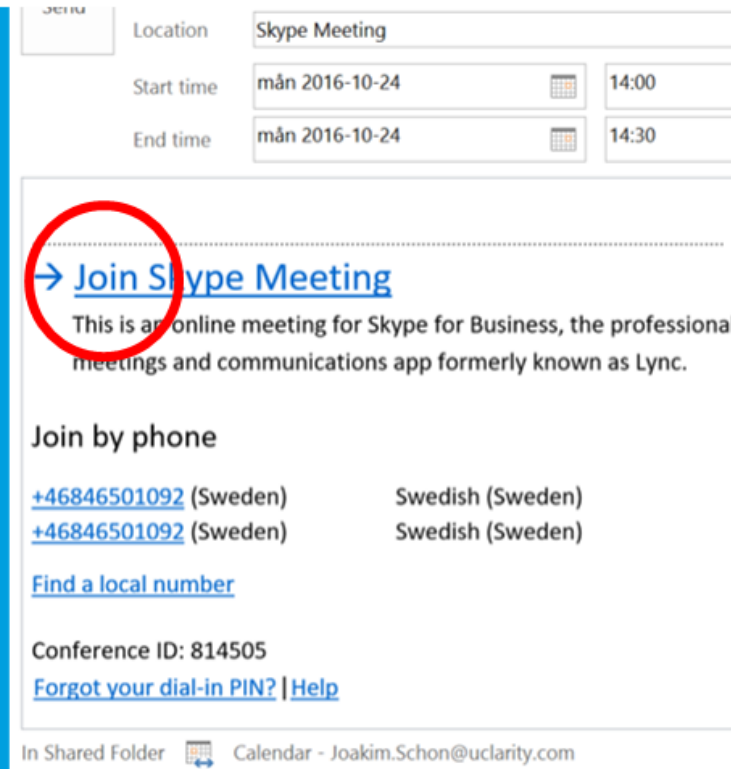
Step 1:

Open your **Skype Meeting invite** on your computer.



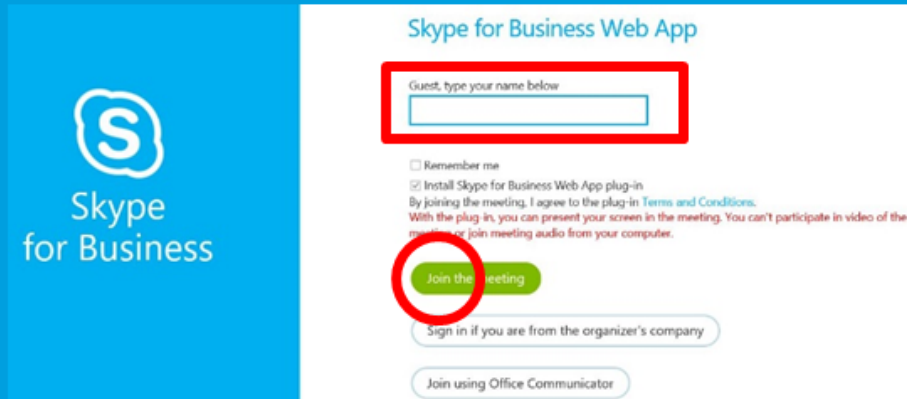
Step 2:

Click on the **Join Skype Meeting** link in the meeting invitation.



Step 3:

The web browser on your computer will start.
Enter your name and click **Join the meeting**.



Skype for Business Web App

Guest, type your name below

☐ Remember me
☒ Install Skype for Business Web App plug-in
By joining the meeting, I agree to the plug-in [Terms and Conditions](#).
With the plug-in, you can present your screen in the meeting. You can't participate in video of the meeting or join meeting audio from your computer.

Join the meeting

Sign in if you are from the organizer's company

Join using Office Communicator

Step 4:

Click on **Run** to allow the Skype for Business Web App Plug-In to be installed.



Finish installing the plug-in as instructed...

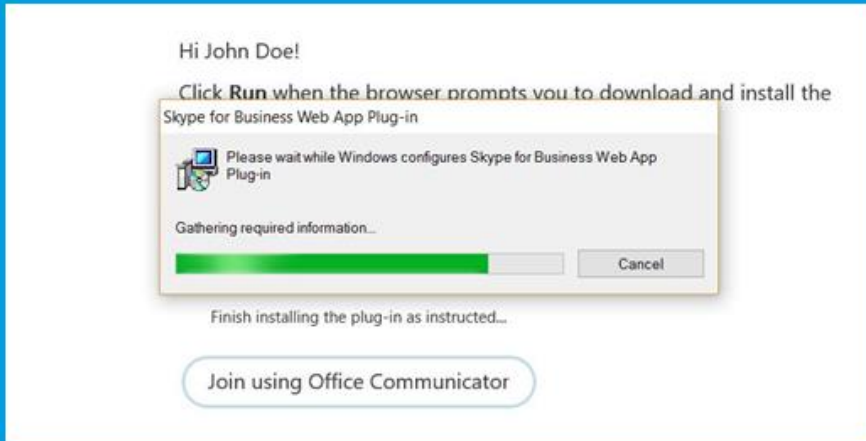
Join using Office Communicator

Plugin.msi (8,36 MB) from lyncweb...com?

Run **Save** Cancel X

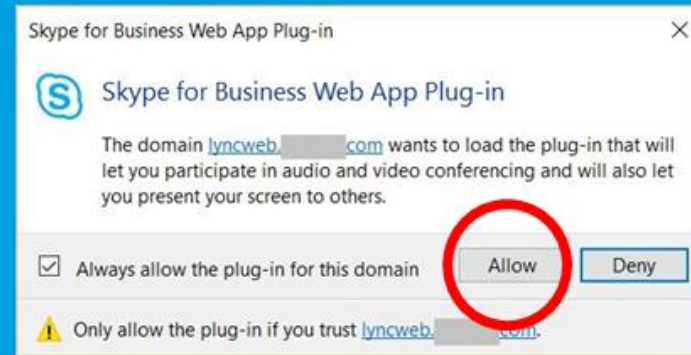
Step 5:

You will see that the Skype for Business Web App Plug-in is getting ready to be installed...



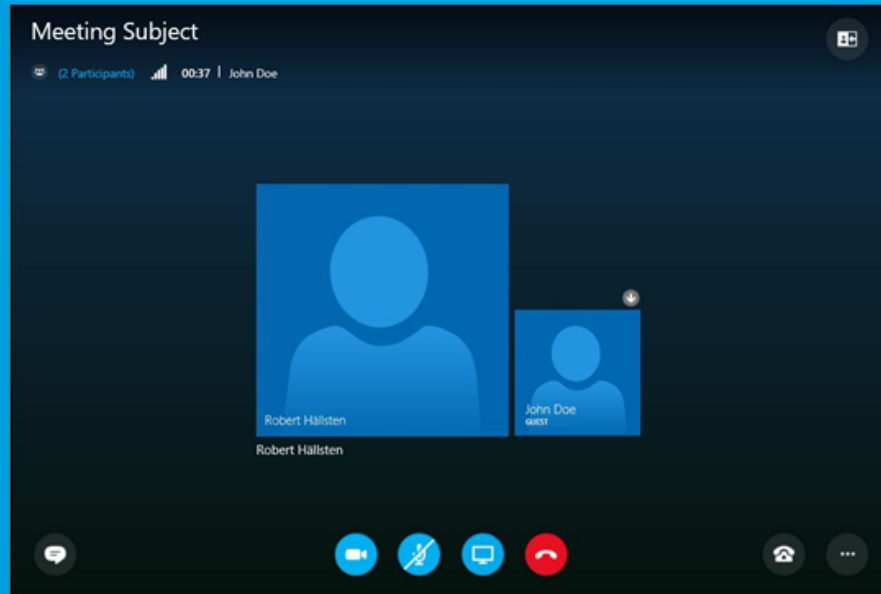
Step 6:

Click on **Allow** to allow the Skype for Business Web App Plug-in to be loaded.



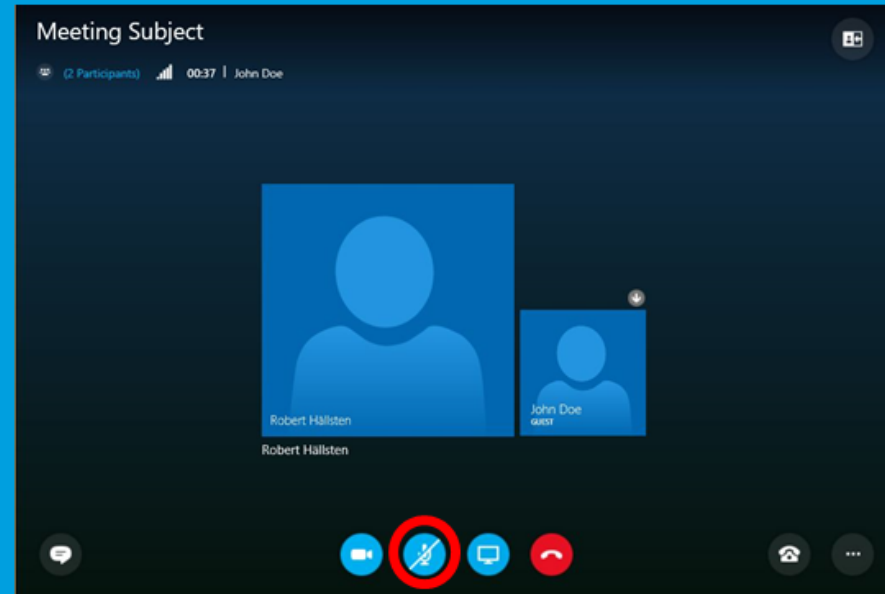
Step 7:

After a couple of seconds the plug-in will be loaded and you will join the meeting.



Step 8:

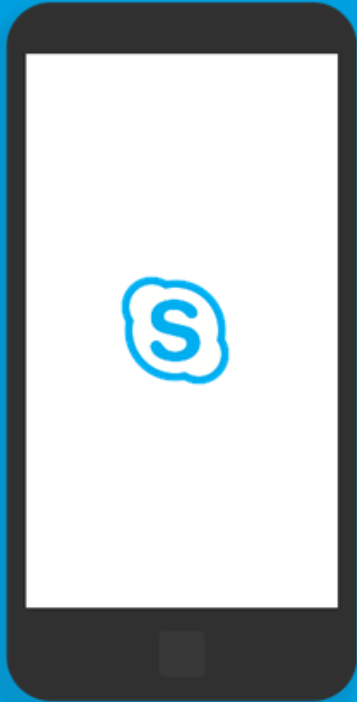
Unmute the microphone so that others can hear you in the meeting.



Second choice: Join as a meeting attendee via Smart Phone

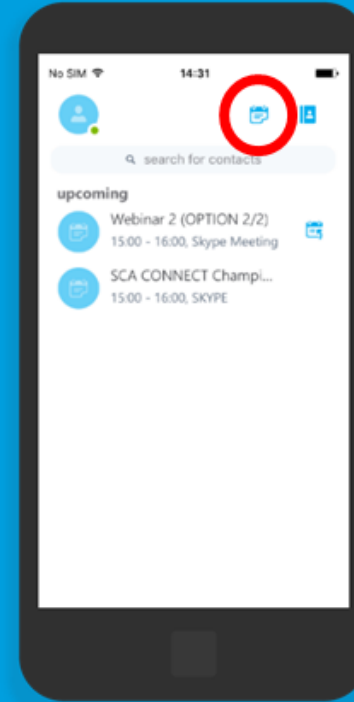
Step 1:

Open your **Skype for Business** client on your Smart Phone.

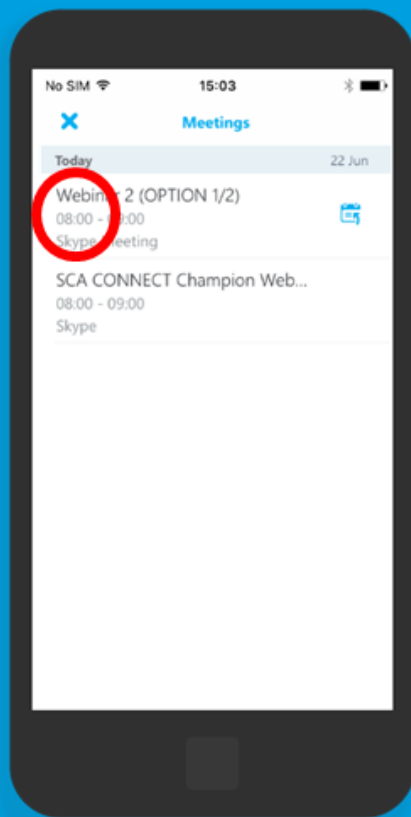


Step 2:

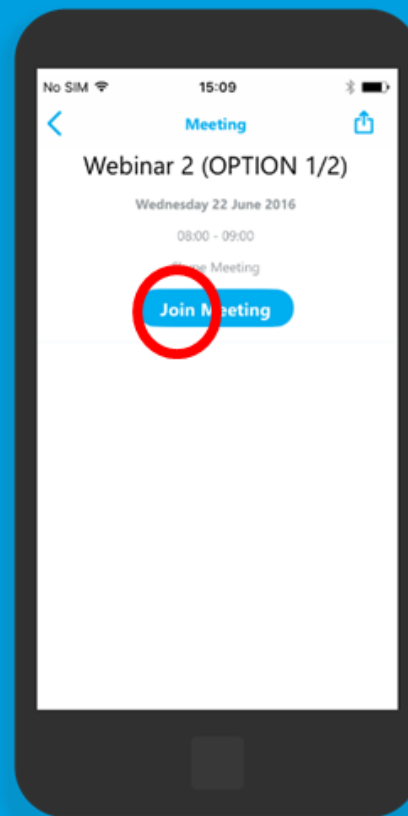
Click the **meeting icon** to open the list of your upcoming meetings.



Step 3:
Select and open the meeting you want to join.

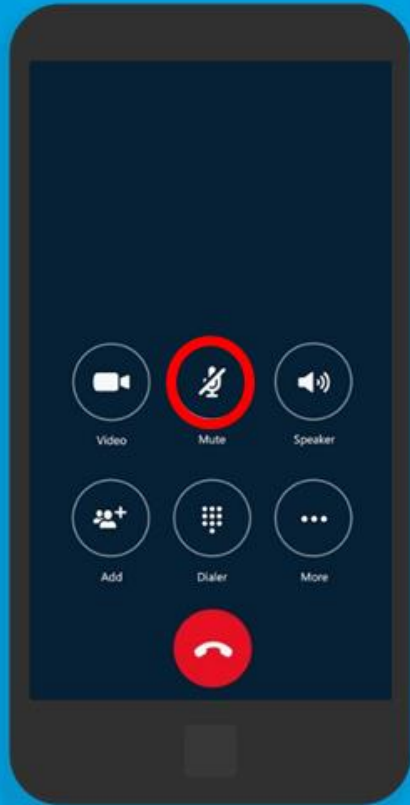


Step 4:
Click on **Join meeting** to join the meeting.



Step 5:

Use the controls in the application to mute or unmute your voice while inside the meeting



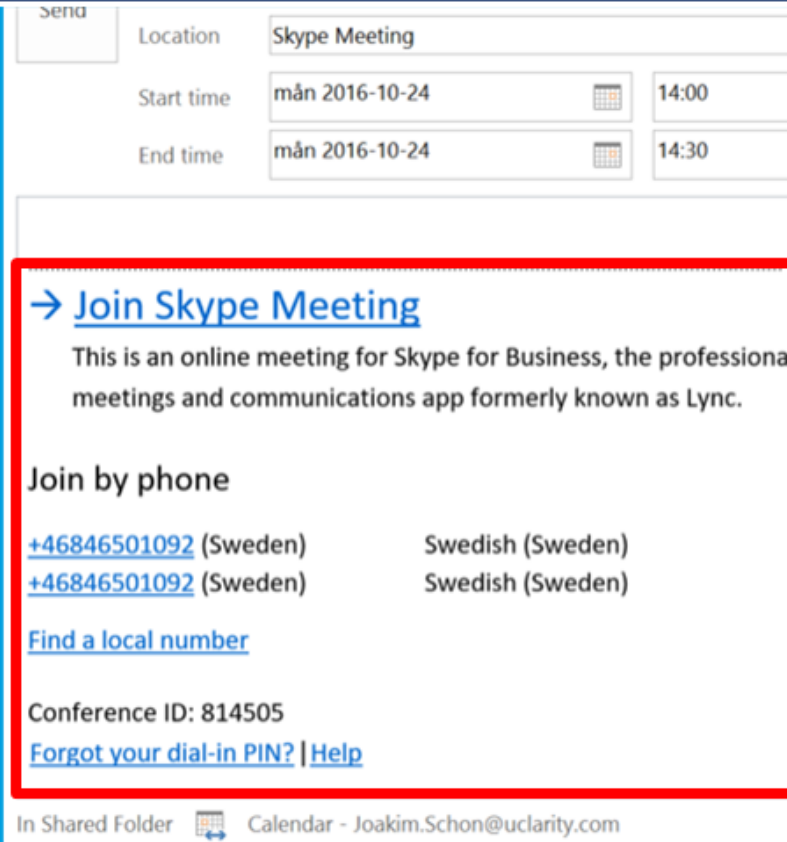
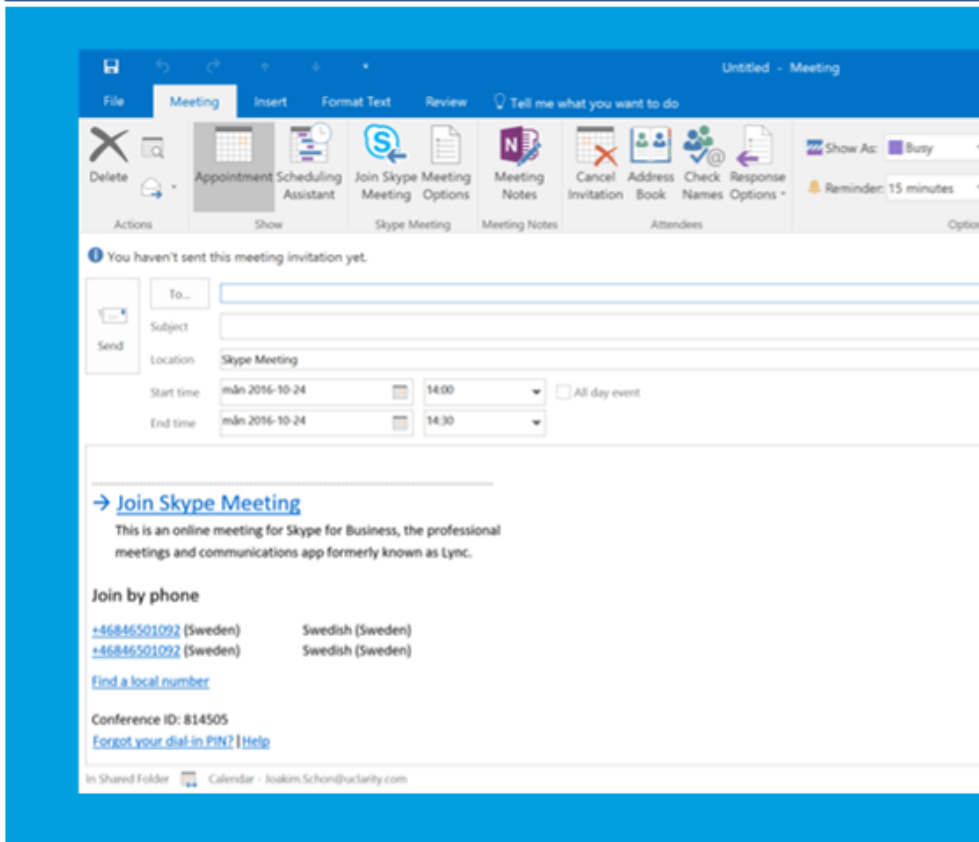
Third choice: Join as a meeting attendee – Using dial-in

Step 1:

Open your **Skype Meeting invite** on either your computer or phone.

Step 2:

Go to the **Join by phone** section of the invitation.



Step 3:

Dial the number that corresponds with your location.

Send

Subject

Location Skype Meeting

Start time mån 2016-10-24 14:00

End time mån 2016-10-24 14:30

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone

[+46846501092](#) (Sweden) Swedish (Sweden)

[+46846501092](#) (Sweden) Swedish (Sweden)

[Find a local number](#)

Conference ID: 814505

[Forgot your dial-in PIN? | Help](#)

In Shared Folder Calendar - Joakim.Schon@uclarity.com

Step 4:

Enter the conference ID listed in the invitation. Finish with the #-sign.

Send

Subject

Location Skype Meeting

Start time mån 2016-10-24 14:00

End time mån 2016-10-24 14:30

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone

[+46846501092](#) (Sweden) Swedish (Sweden)

[+46846501092](#) (Sweden) Swedish (Sweden)

[Find a local number](#)

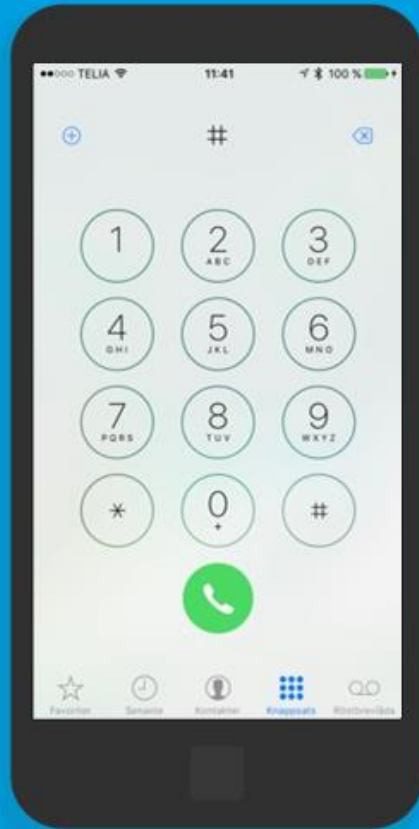
Conference ID: 814505

[Forgot your dial-in PIN? | Help](#)

In Shared Folder Calendar - Joakim.Schon@uclarity.com

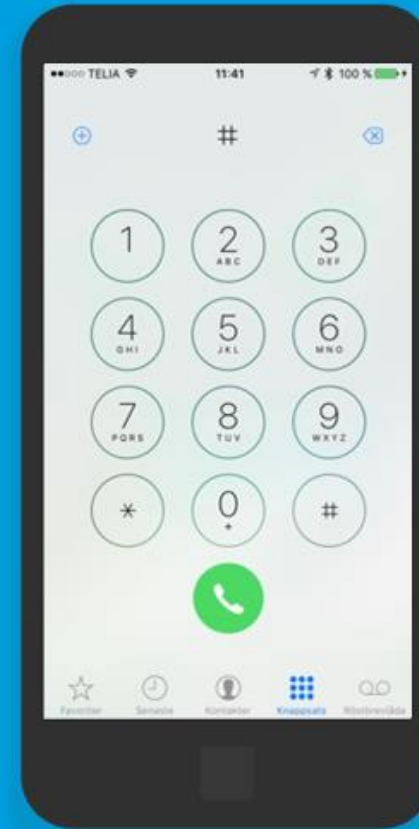
Step 5:

Wait until the voice prompt that begins with “If you are the leader...” finishes.



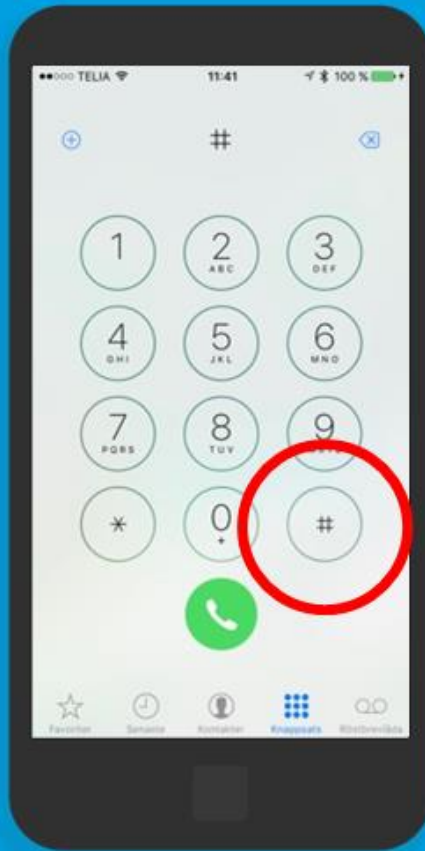
Step 6 (when attending a secure meeting):

Either enter your work number or extension and your dial-in PIN **or** wait until a presenter admits you to the meeting.



Step 7:

Say your name when you are asked to and press #.



Step 8:

You are now in the meeting as an attendee. Enjoy!



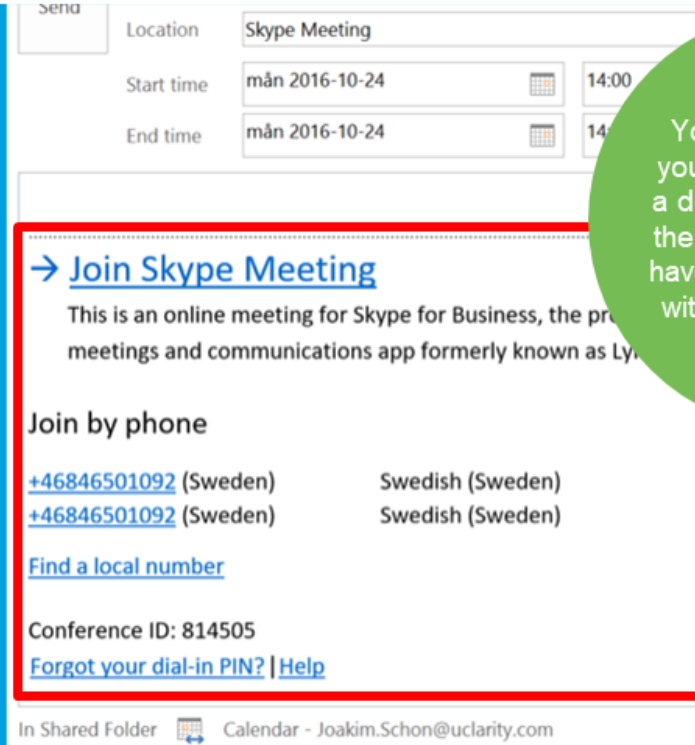
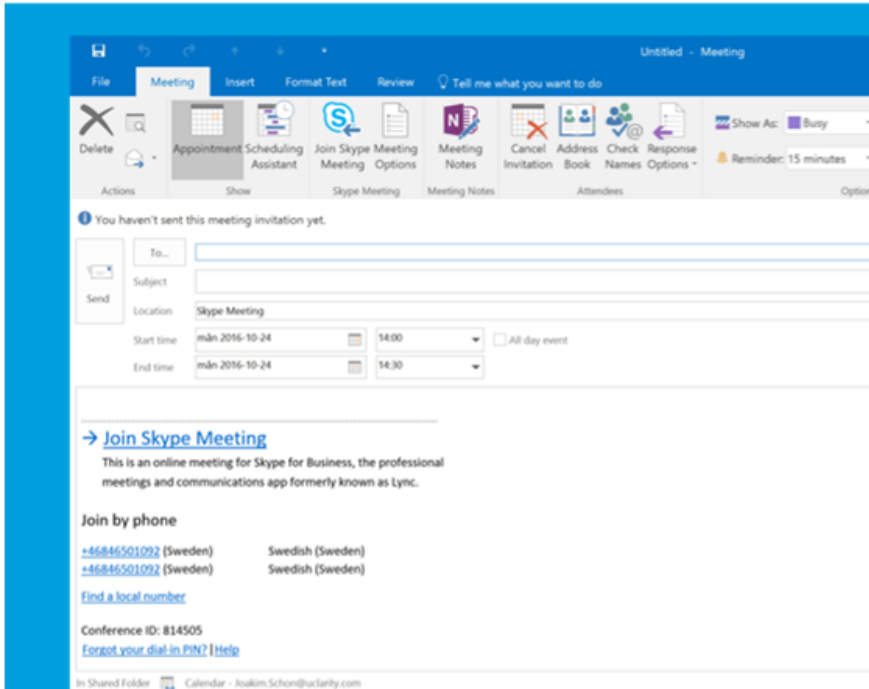
Join meeting as the leader – Using dial-in

Step 1:

Open your **Skype Meeting invite** on either your computer or phone.

Step 2:

Go to the **Join by phone** section of the invitation.



NOTE:

You need access to your dial-in PIN to join a dial-in conference as the leader. You should have received an email with your credentials.

Step 3:

Dial the number that corresponds with your location.

Send Subject Location Skype Meeting Start time mån 2016-10-24 14:00 End time mån 2016-10-24 14:30

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone

+46846501092 (Sweden)	Swedish (Sweden)
+46846501092 (Sweden)	Swedish (Sweden)

[Find a local number](#)

Conference ID: 814505

[Forgot your dial-in PIN?](#) | [Help](#)

In Shared Folder Calendar - Joakim.Schon@uclarity.com

Step 4:

Enter the conference ID listed in the invitation. Finish with the #-sign.

Send Subject Location Skype Meeting Start time mån 2016-10-24 14:00 End time mån 2016-10-24 14:30

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone

+46846501092 (Sweden)	Swedish (Sweden)
+46846501092 (Sweden)	Swedish (Sweden)

[Find a local number](#)

Conference ID: 814505

[Forgot your dial-in PIN?](#) | [Help](#)

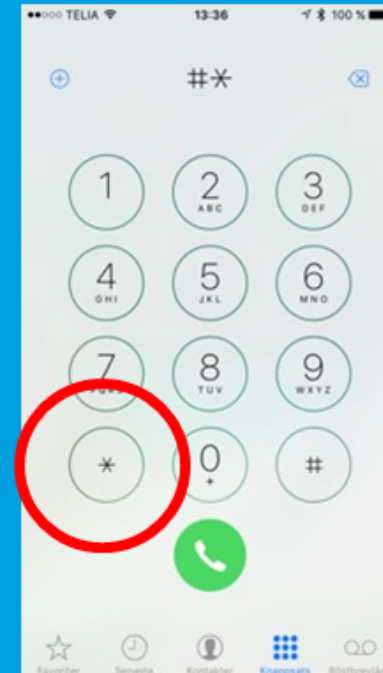
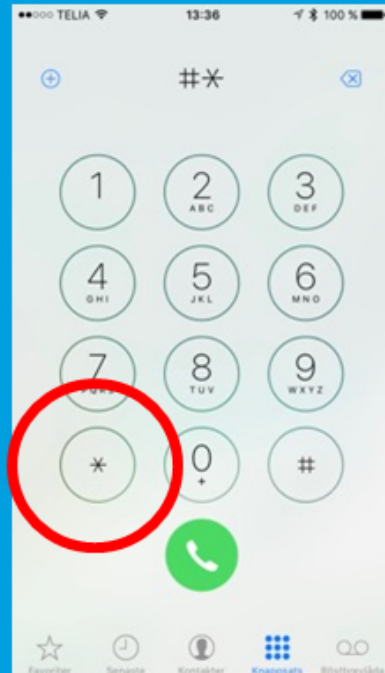
In Shared Folder Calendar - Joakim.Schon@uclarity.com

Step 5 A (You organized the meeting):

Press the *-key when you hear the prompt. Now enter your dial-in PIN to join as the leader.

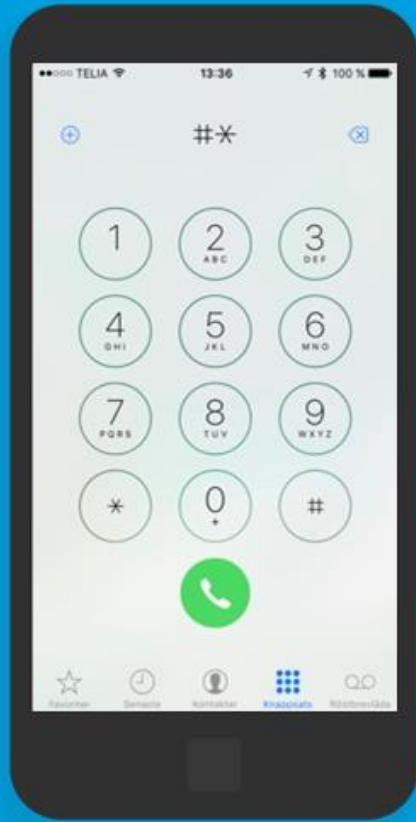
Step 5 B (You did not organize the meeting):

Wait until the you hear the second prompt asking if you were designated as the meetings leader. Press the *-key and enter your phone number and dial-in PIN when asked.



Step 6:

You are now in the meeting as the leader.
Enjoy!



NOTE:

If you are asked to say your name, something went wrong. End the call and try joining as the leader again.

