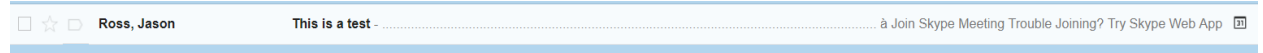
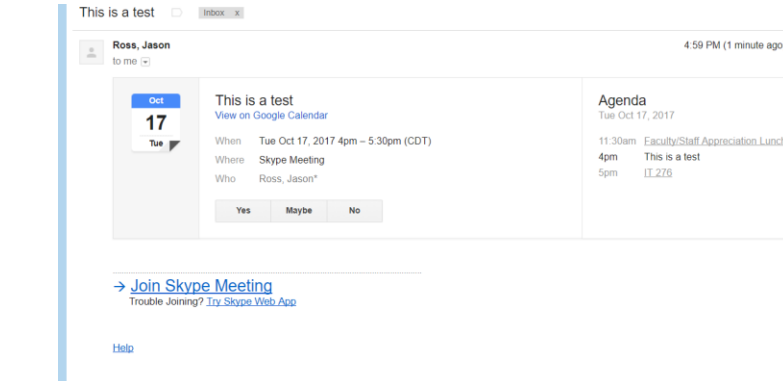


How to Join a Skype For Business Meeting

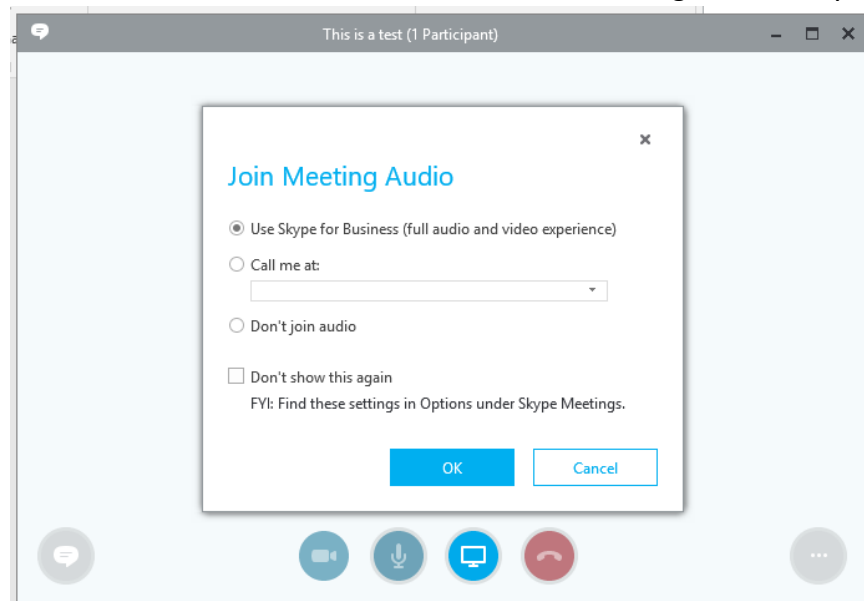
1. Log into your email account via web browser (gmail, yahoo, office365, etc) or email client (outlook, thunderbird, etc.)
2. Click on the email invitation that you received.



3. Double click on the Join Skype Meeting button.

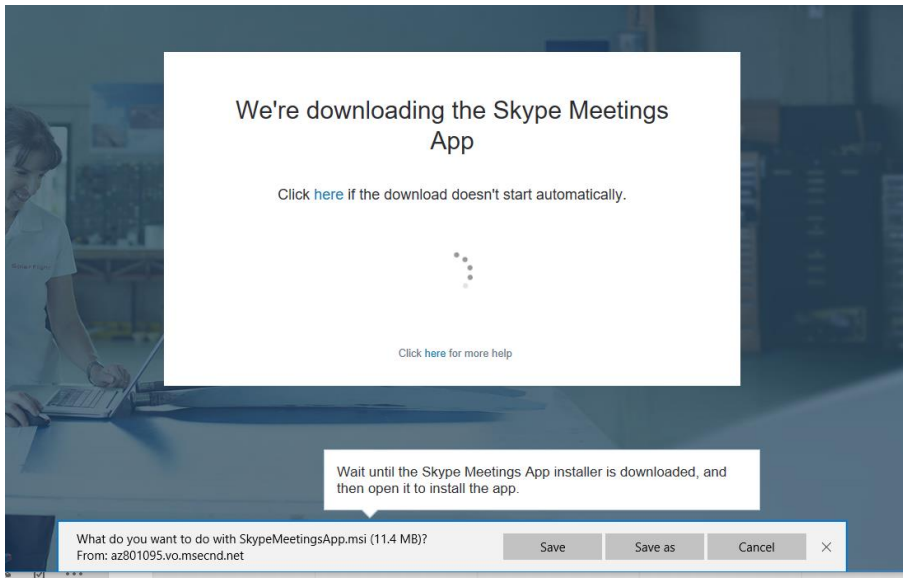


4. (Optional) If you already logged into Skype for Business on your computer, you will be asked what audio port you want to use. Make sure *Use Skype for Business* button clicked. Click OK. Have now entered the meeting successfully.

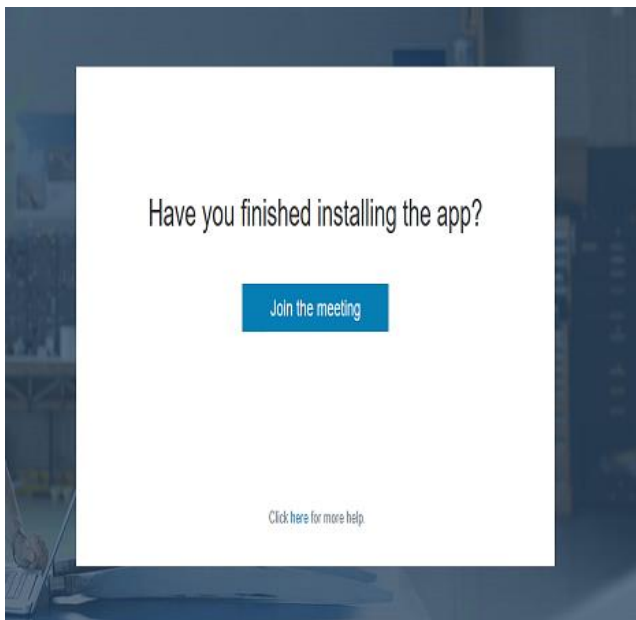


How to Join a Skype For Business Meeting

5. If you do not have Skype for Business installed, clicking on the link will open a web browser and will download the Skype for Business app. Click save to save the file.

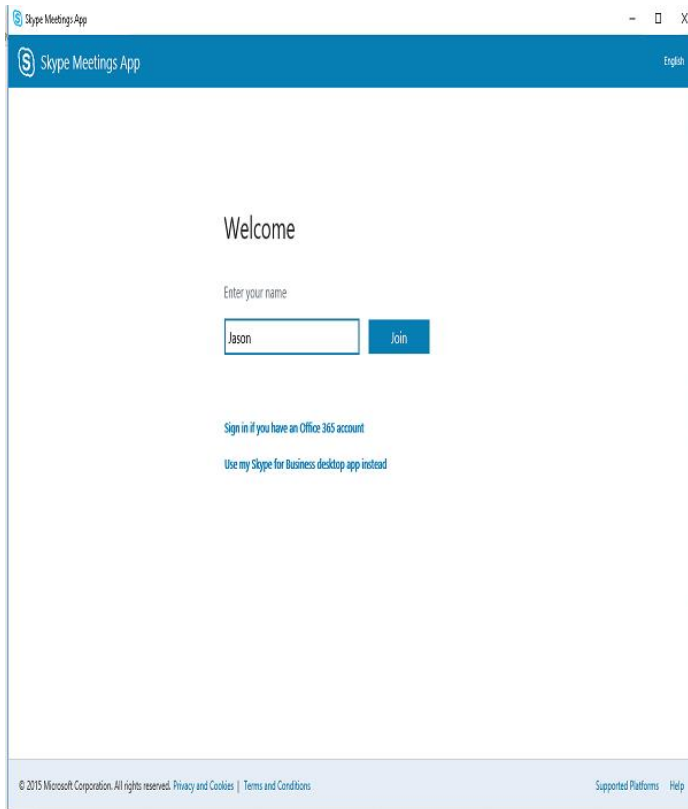


6. Once you click *Save*, Click *Run* to install the app (you do not need administrator access to install the app). Once the installation is finished, click on *Join the meeting* on the website.

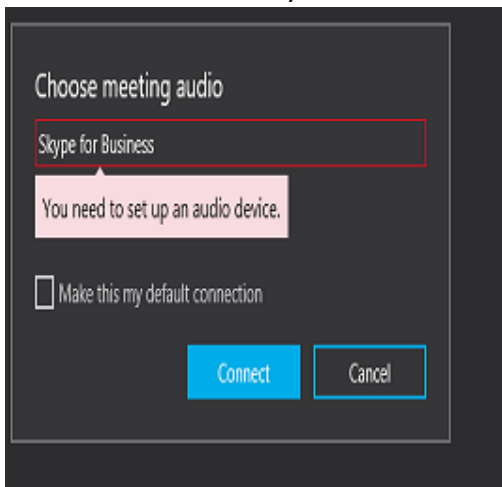



How to Join a Skype For Business Meeting

7. This will load the Skype for Business App where it asks to enter your name. Type in your name in the box and click *Join*.



8. It will then ask you for what meeting audio that you would like to use. Choose what audio connection you would like to use, and then click *Connect*.



9. Click on the  button to start your video call. You are now entered into the meeting.