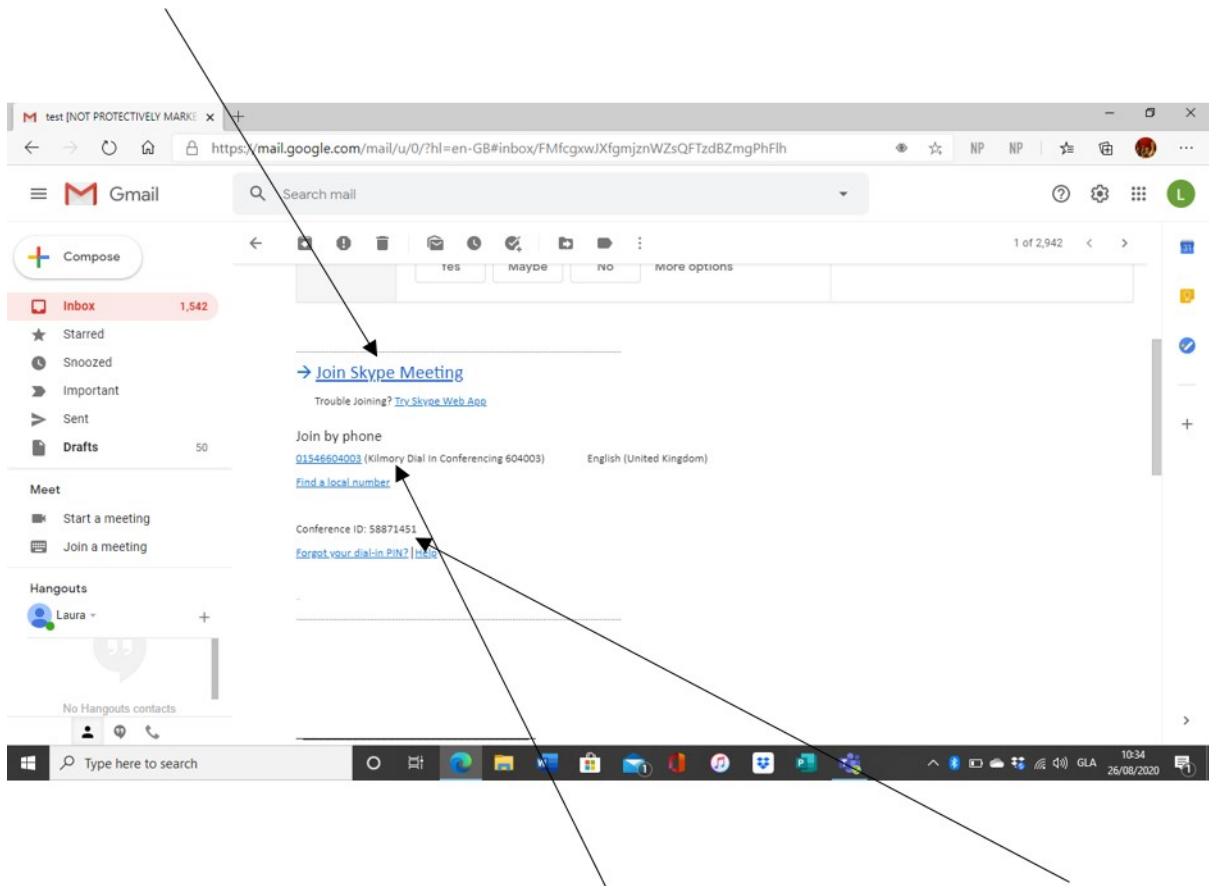
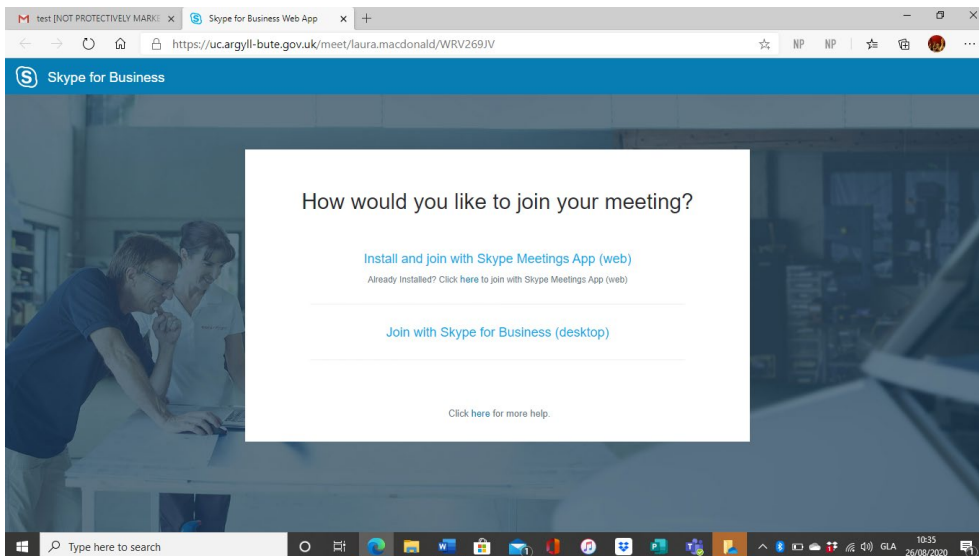


How to join a Skype for Business meeting

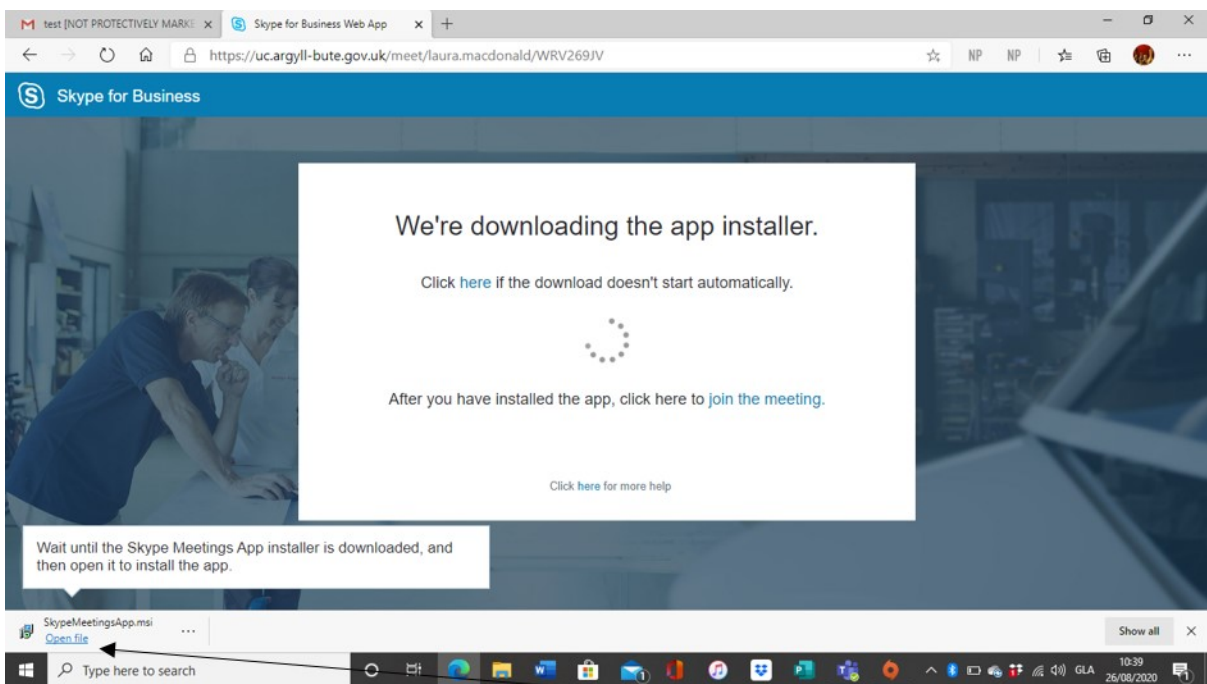
Although it is Skype, it looks and operates separately to normal Skype. Open the email invite you received and you should see a link to join the Skype meeting.



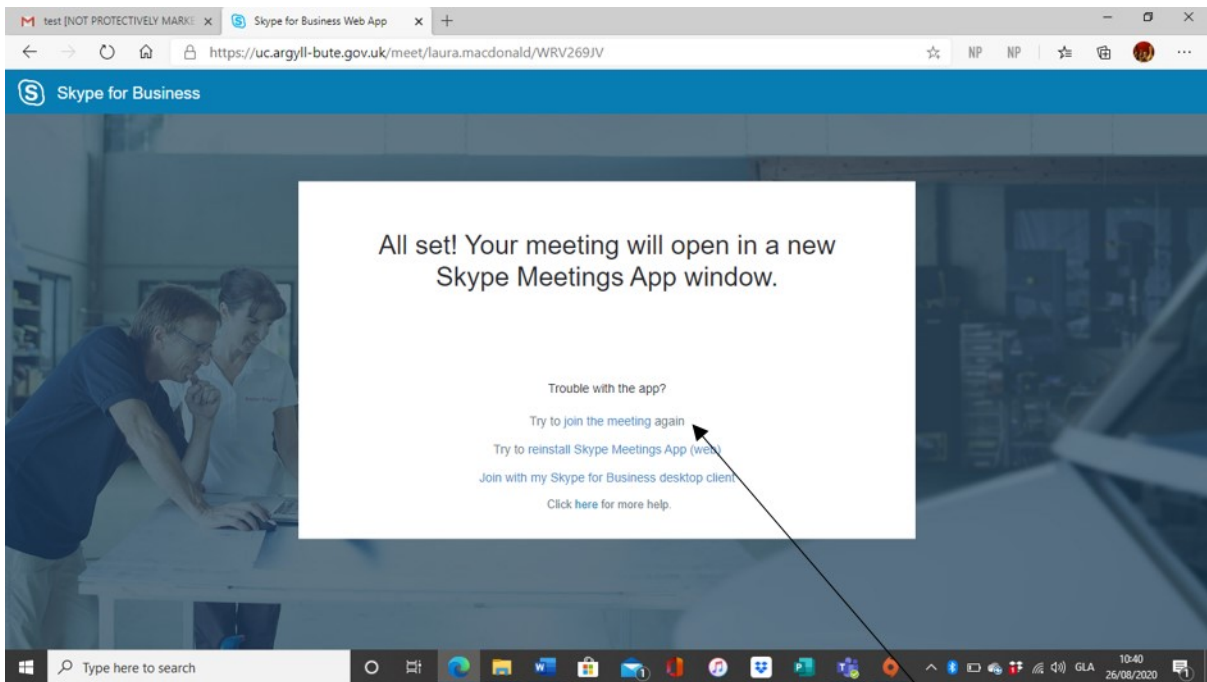
There is also an option to dial in to the meeting. You will need to enter the conference ID after you dial if you use this option (please note this is a test meeting – you will need to get the correct conference ID from your invite). If you choose to dial into the meeting you will not be able to use video or see anyone else.



If you already have Skype for Business on your device, you can click to “Join with Skype for Business”. Otherwise, click to “Install and join with Skype Meetings App”.

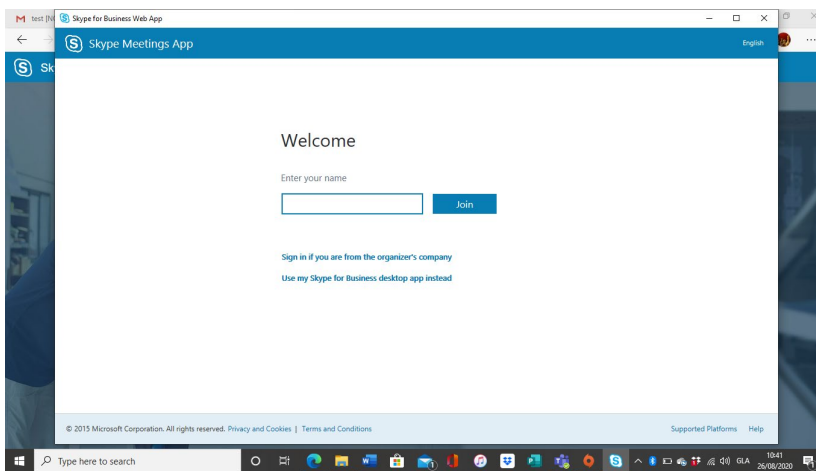


This is a sample screen that you might see, but your device might vary slightly. You may have to click to “Open File” to install the app on your machine if you have Windows 10.

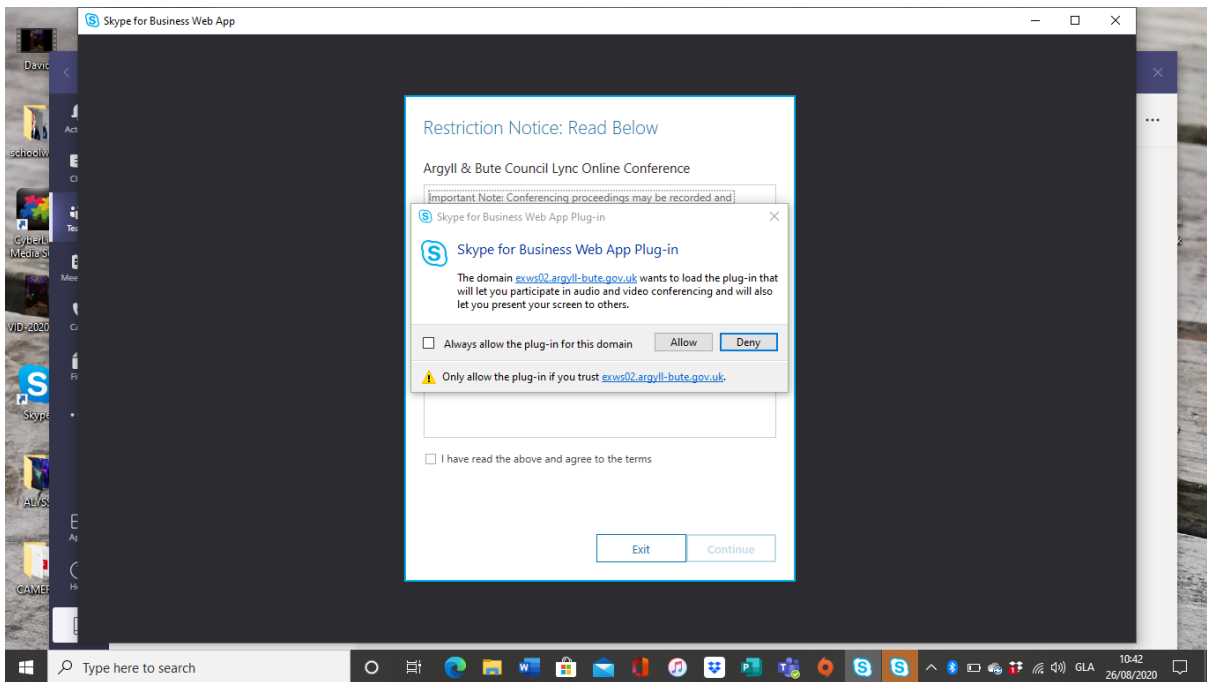


This screen should move on but if not, you can “Try to Join the Meeting Again”.

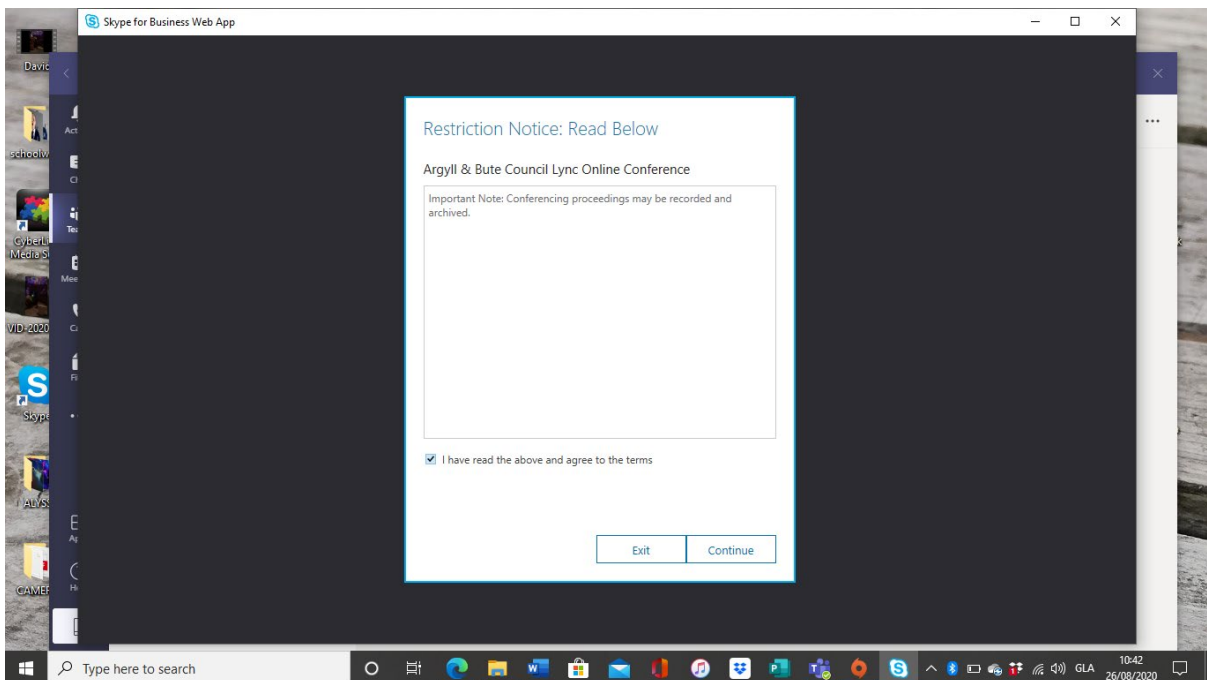
You will then be asked to type in your name – that is so that the host can see who wants to join the meeting.



The final screen asks if you want to load the plug-in that will let you participate in audio and video conferencing and share your screen with others. There will be little demand to share your screen with others, but will allow you to use your video and audio.



Finally, you might note that you are asked to agree to the terms and conditions of an Argyll and Bute online Lync conference – Microsoft Lync was the original system which was then subsequently replaced by Skype for Business. Once you read the terms and conditions, and if you agree to them, you will then be logged into the meeting automatically.



Your audio will be automatically muted when you join and your camera will be off. You will have to unmute yourself and switch on your camera to use these functions.

In meetings, please keep yourself muted unless you are speaking – background noise from other microphones can make it difficult for people to hear the speaker.