

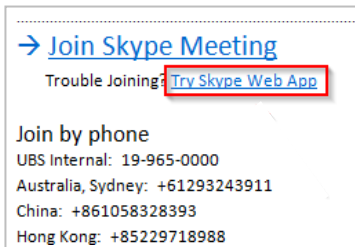
Let's meet "in person" on Skype

We can set up a video conference on our next call. You can join from your computer or your smartphone. Look for your meeting invite. Follow the 5 simple steps below to join the call. Don't forget to turn on your camera and unmute your mic.

Join a Skype video conference from a **Windows computer**

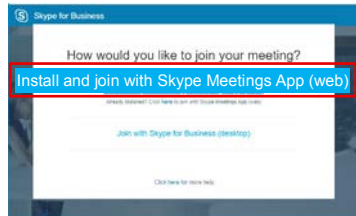
Step 1

- Open the meeting request e-mail
- Select "Try Skype Web App" (even if you already have Skype for Business installed)
 - Your default web browser will start up and take you to a landing page



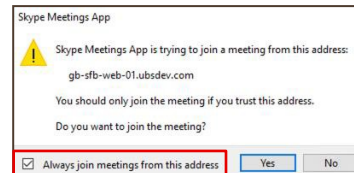
Step 2

- If you already have a desktop Skype for Business or Lync account, you'll have 2 options...
- Select "Install and join with Skype Meetings App (web)"
 - Once installed, Skype Meetings App will join automatically



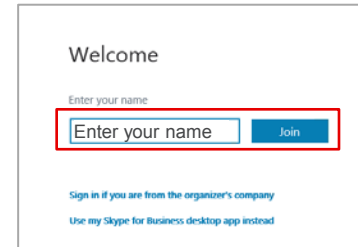
Step 3

- If you see the message in the image below...
- Check the box left of "Always join meetings from this address"
 - Click "Yes" to continue



Step 4

- Enter your name
- Click "Join"



Step 5

You will join a "virtual lobby" until the meeting organizer starts the meeting

