

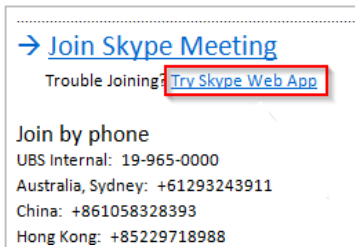
# Let's meet "in person" on Skype

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**

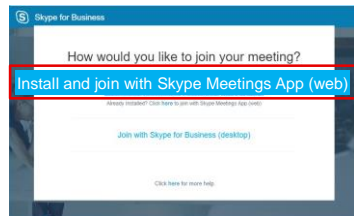
### Step 1

- 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



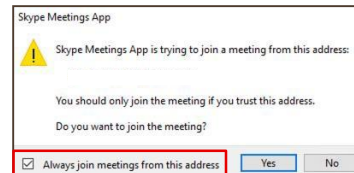
### Step 2

- 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



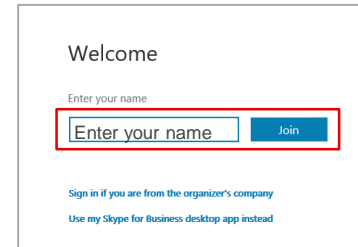
### Step 3

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



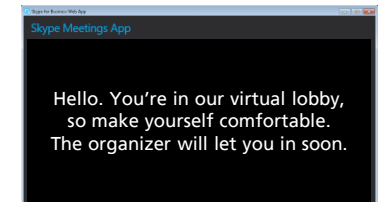
### Step 4

- Enter your name
- Click "Join"



### Step 5

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



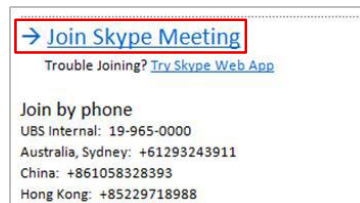
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We can set up a video conference on our next call. You can join from your computer or your smartphone. Look for your meeting invite. Follow the 5 simple steps below to join the call. **Don't forget to turn on your camera and unmute your mic.** Since you are joining the call on a Mac, you will not be able to share your screen.

## Join a Skype video conference from a Mac

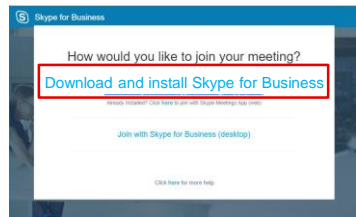
### Step 1

- Open the meeting request e-mail
- Select the "Join Skype Meeting" link
  - Note: Make sure you use Safari or Google Chrome as the default Mac web browser



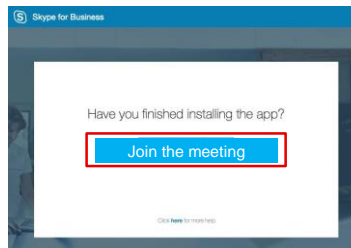
### Step 2

- Click "Download and install Skype for Business" and follow the instructions presented



### Step 3

- Once installed...
- Click "Join the meeting"



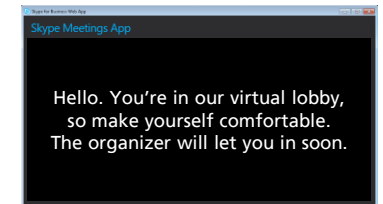
### Step 4

- Enter your name in the field
- Click "Join as Guest"



### Step 5

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



# Let's meet "in person" on Skype

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## Join a Skype video conference from an **Android or Apple device**

### Step 1

Install the Skype for Business application from your app store

- After installing, launch the app for the first time
- Select the option to allow Skype for Business to use your camera and microphone

### Step 2

Open the meeting request e-mail from your device

- Select the "Join Skype Meeting" link
- This will launch your web browser and automatically start Skype

### Step 3

Select "Join Meeting"

### Step 4

Enter your name

- Take the opportunity to update your settings under "Manage data use" before continuing

### Step 5

You will join a "virtual lobby" until the meeting organizer admits you into the meeting

