

Skype for Business **S** is a collaboration tool which allows people to participate in web conferences from any workstation or mobile device over the internet. Skype for Business also allows for audio conferencing by using an audio bridge which allows users to participate via telephone.

This Quick Reference Guide is for those people who will be connecting to a Skype for Business Meeting using the **web app** from their computer because they do not have a Skype for Business account. Note: There is a separate QRG for users who have a Skype for Business account and will be joining using the **desktop app**, [click here](#) to view the QRG.

Perform Meeting Pre-test

Prior to connecting for the first time, [click here](#) to access our test meeting page. Click on the link under the **Getting Started** section to start the test and confirm a successful connection.

Join a Meeting

When it's time to meet, determine which option below relates to you and follow the directions to join the meeting.

A You have a headset connected to your computer

1. Click on the link in the calendar invite.
2. Enter your name when prompted.
3. You will now be connected to the meeting room. (You may be placed in a virtual lobby depending on which settings the meeting host selected.)
4. To start your video, click on the video icon at the bottom of the screen and select start video.
5. To exit the meeting, click the red phone receiver.

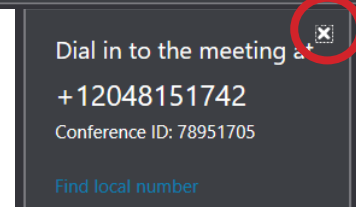
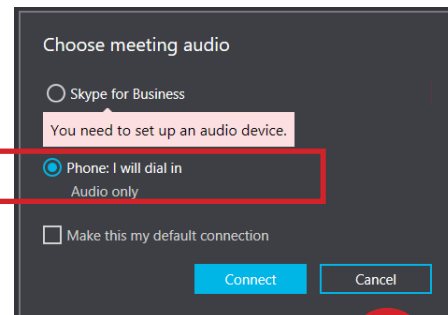
Start video Exit Meeting



B You do not have an audio device connected to your computer

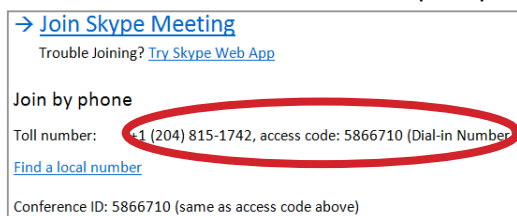
(In this instance, you will not see others on video and others will not be able to see you but you will still be able to see the presentation.)

1. Click on the link in the calendar invite.
2. Enter your name when prompted.
3. Select **Phone: I will dial in** on the **Choose meeting audio** window and click **Connect**.
4. You will get a pop-up with the meeting phone number and Conference ID.
5. Call the conference line on your phone and enter the conference ID when prompted and close the window by clicking on the **X**.
6. To exit the meeting, close the Skype meeting window by clicking on the **X** in the top right corner.



C You will be joining the meeting using your phone only

Join the meeting using the phone number found in the calendar invite. Enter the access code/conference ID when prompted.

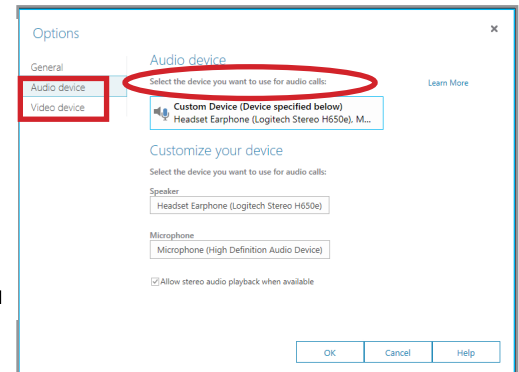
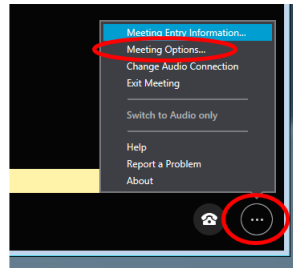


! If you are going to a conference room to join the meeting using your own laptop and other attendees will be in the room as well - you may have to mute your microphone to avoid feedback.

Change Audio or Video Settings

To change your audio or video device when attending a meeting as a “guest” click **More** on the bottom right corner of your screen.

Select **Meeting options>Audio/Video device** and select the source from the dropdown list and click **OK**.



Presenting/sharing content

If you need to share content during a meeting, you can be granted presenter privileges by anyone at the meeting who is already a presenter (i.e., someone who has a Skype for Business account).

Waiting in the lobby - Video conferencing

If the host has not joined/started the meeting you may be placed in a virtual lobby, meaning you will not be able to hear or see anyone else until the host starts the meeting.

Waiting in the lobby - Audio “only” conferencing

You will be placed in the lobby until the leader enters their PIN and starts the conference call.



BE PRIVACY-WISE

- Never share identifiable personal health information when using this tool.
- Always use Skype for Business in an appropriate and confidential location.