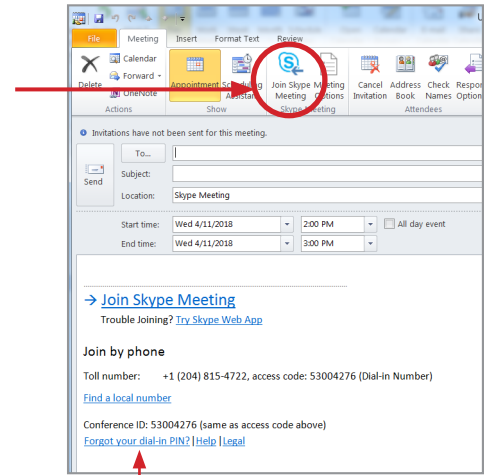


Start your Meeting

1 Open your Outlook calendar and click the **Join Skype Meeting** icon in the Outlook toolbar.



If you are the host and you forgot your dial-in PIN, click here.



If you see this screen, **YOU MUST** click on the 2nd link “**Use my Skype for Business Desktop App instead**” or you will not have host privileges during your meeting.



2 Select the option that applies to you on the **Join Meeting Audio** window:

A Use Skype for Business (full audio and video experience)

- This is what you would typically choose if you have a Skype for business account and you are joining from your desk alone and using a headset attached to your PC. It allows you to change meeting options, be a presenter, grant presenter access etc.)

B Call me at

- You are going to a conference room to join the meeting using your own laptop, other attendees will be in the room as well and you will be using the speaker phone in the conference room as your audio (mute your microphone on your laptop to avoid feedback).

OR

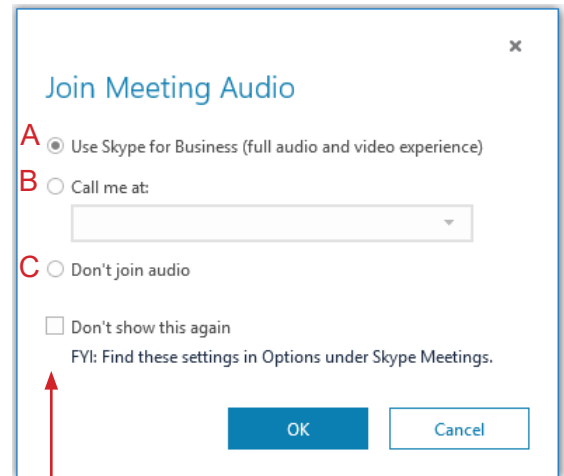
- You are joining the meeting from your computer but do not have audio so you will be calling in to the meeting using a phone.

C Don't join audio

- You don't know the conference room phone number and will dial in on your own using a phone.



when using option C, you will need to click the **Video** icon in order to start/join the meeting.



If this window does not open when you are joining a meeting, it may mean that you previously checked “Don't show this again” box, to change this setting, go to: **File>Tools>Options>Skype**.

Exit or End the Meeting

Click on the red receiver to end and exit the meeting.

