


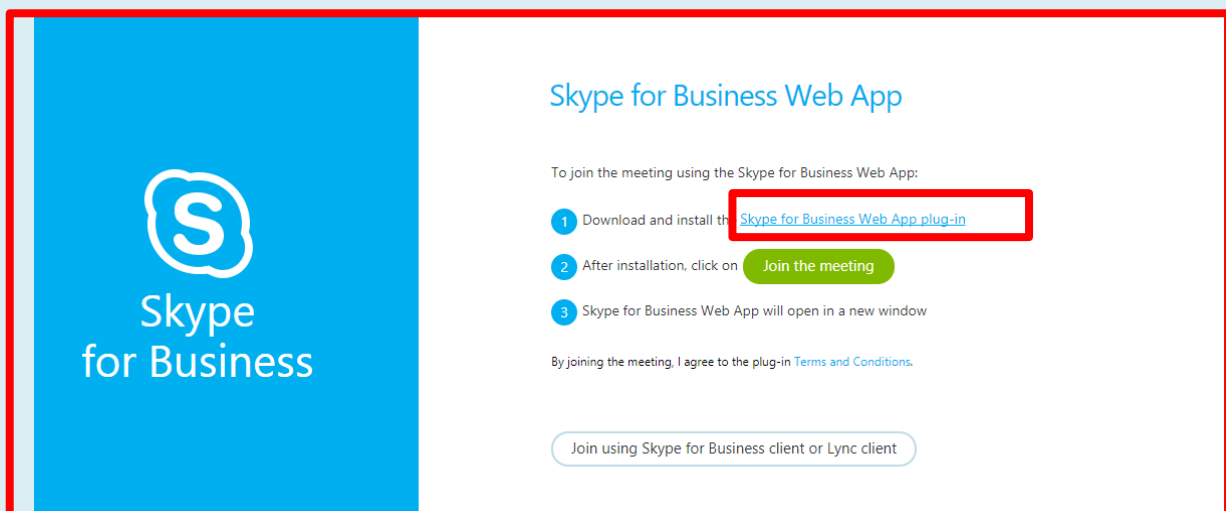


FOR THOSE WHO DO NOT HAVE SKYPE FOR BUSINESS

Join a meeting using Skype for Business Web App – Using a laptop

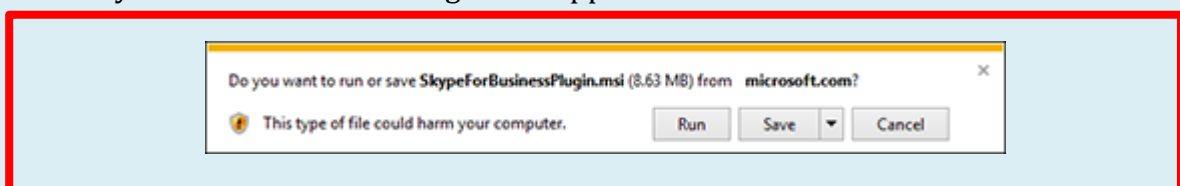
Here are the basic steps to join a Skype for Business meeting with Skype for Business Web App.

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1. Open the meeting request in your email or calendar, and select **Try Skype Web App**.
 2. On the Skype for Business Web App and select **Skype for Business Web App plug-in**.



3. Follow your browser's instructions for installing the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing.
4. If the programme automatically starts running, it will ask you to click run or allow as shown in the images below. If not, double click on the programme in your download folder to start installing.

You may see one of the following boxes appear:



In Internet Explorer, at the bottom of the browser window, select **Run** to install the plug-in.



OR



In the Skype for Business Web App Plug-in security alert, select **Allow**.

- 5. Once the plug-in is downloaded, on the Skype for Business Web App select **Join the meeting**.
- 6. On the web-app sign-in page, enter your name, and

- 7. Depending on the meeting options set by the organizer, you'll either join the meeting immediately, or be directed to the virtual lobby. *If you're in the lobby, the meeting organizer and other presenters are immediately notified that you're waiting.

You should now be in the meeting!