Skype for Business

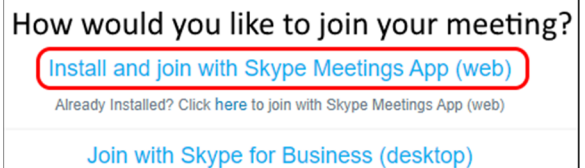## Join an Online Meeting as a Guest

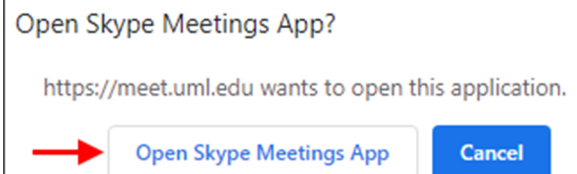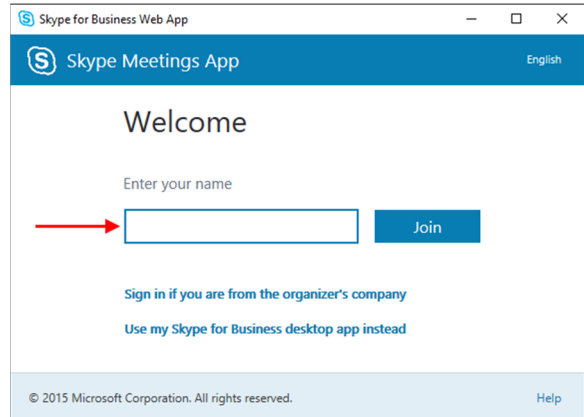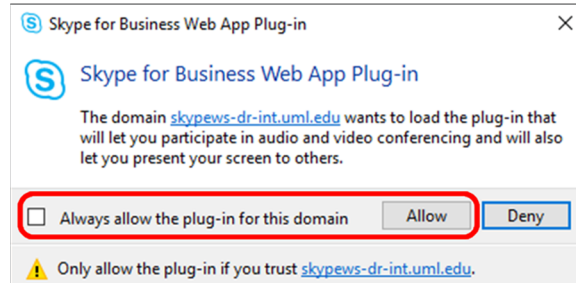|	
1) Open the meeting invitation. To join with audio only, simply dial the phone number listed in the meeting invitation and enter the Conference ID when prompted.	
2) To use video, view shared screens and programs, or use additional meeting tools, click **Try Skype Web App**.	**Join Skype Meeting** Trouble Joining? Try Skype Web App ←
3) You will be asked how you would like to join the meeting. Click **Install and join with Skype Meetings App (web)**.	How would you like to join your meeting? Install and join with Skype Meetings App (web) Already Installed? Click here to join with Skype Meetings App (web) Join with Skype for Business (desktop)
4) Download and install the *SkypeMeetingsApp* plug-in, then click **Open Skype Meetings App** when prompted.	Open Skype Meetings App? https://meet.uml.edu wants to open this application. → Open Skype Meetings App Cancel
5) At the welcome screen, enter your name and click **Join**.	Skype for Business Web App — □ × Skype Meetings App English Welcome Enter your name → [ ] Join Sign in if you are from the organizer's company Use my Skype for Business desktop app instead © 2015 Microsoft Corporation. All rights reserved. Help
6) You may be prompted to allow the plug-in to load. Select the **Always allow...** checkbox then click **Allow**.	Skype for Business Web App Plug-in × Skype for Business Web App Plug-in The domain skypews-dr-int.uml.edu wants to load the plug-in that will let you participate in audio and video conferencing and will also let you present your screen to others. ☐ Always allow the plug-in for this domain Allow Deny ⚠ Only allow the plug-in if you trust skypews-dr-int.uml.edu.