

Join a Skype for Business virtual meeting

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1. Overview

- This how to guide details how to join a Skype for Business virtual meeting as a guest either via the:
 - Skype for Business Desktop Client,
 - Skype for Business web app,
 - Skype for Business mobile app,
 - (For meetings with phone dial in option) Join a Skype for Business Meeting by phone; or
 - (For meetings with phone dial in option) Ask the meeting organiser to phone you and join you to the Skype for Business Meeting
- Note. There is an additional guide for meeting organisers (presenters).

2. Skype for Business Meeting Etiquette and Tips

- Virtual meetings can sometimes be challenging due to the lack of interaction between participants.
- The following tips can help minimise challenges and ensure the meetings are as efficient and interactive as possible
 - **Test your connection:** To save time should you have to install the Skype Meeting App web software
 - **Choose a quiet location & use a headset:** Otherwise other participants will find it difficult to hear you.

- **Turn video on:** To enhance the level of interaction by providing visual cues, such as body language.
- **Mute when you are not speaking:** To minimise background noise and ensure everyone can be heard.
- **Always introduce yourself before speaking:** As it can be hard to identify a person just by his or her voice.
- **Address other participants by name:** This keeps the conversation flowing and everyone can be heard.
- **Speak loudly and clearly:** To ensure everyone can hear you.
- **Don't Interrupt others:** When others are talking, always let them finish before offering a thought of your own.
- **Give the meeting your full attention:** Activities such as typing during a meeting can create a distracting noise.
- **Use a wired network.** Using a wireless network may impact the audio quality.

3. Joining a Skype for Business Meeting

- All meeting participants are set up as presenters which means they:
 - do not need to wait in the lobby until the organiser arrives;
 - immediately start communicating with other participants; and
 - can present content.
- From your computer, phone or tablet you can join a Skype for Business meeting direct from the meeting invitation.
- Select '**Join online meeting**'.
- If the meeting request has a '**Join by Phone**' option and you do not have an internet connection you can phone the number shown to join the Skype meeting by audio only.
- If you are dialling from another country select the '**Find a local number**' link to display the dial in phone numbers for a range of countries.
- If you have any queries with Skype for Business the '**Help**' link addresses many common questions about joining a Skype for Business meeting.

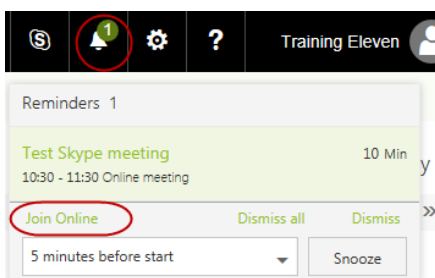
[Join online meeting](#)

Join by Phone
+442038554234 (Dial-in Number) English (United Kingdom)
[Find a local number](#) Join by phone is optional
Conference ID: 56131715 functionality and may not be
always available

[Forgot your dial-in PIN?](#) [Help](#)

If you don't have the desktop version of Skype for Business, or don't have a Skype for Business account, you can join the meeting using the Skype Meetings App from your browser. Click the Join Online Meeting link and your browser will ask you to download Skype Meetings App. Please note it is not possible to join a Skype for Business meeting using a consumer Skype account. If you need further help or have any questions on Skype for Business please follow the Help link above.

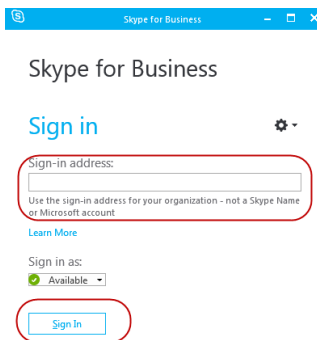
- Just before the meeting is due to start your email client or Office 365 will display a reminder from the 'Bell icon'
- You can select 'Join Online' to join the Skype meeting
- There are a number of different ways to join the Skype for Business meeting and these are described in the following sections



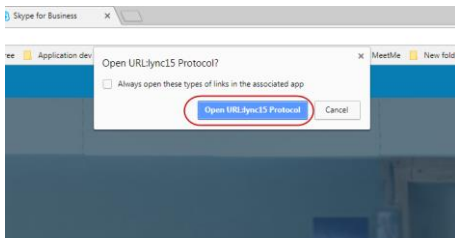
- The next sections show the different options you have for joining a Skype for Business meeting.

4. Join a Skype for Business Meeting using Skype for Business Desktop Client

- If you already have Skype for Business Desktop Client application installed on your device it may automatically open the Skype meeting using the client software.
- If you have a @ietvolunteer.org Office 365 account you may choose to download the Skype for Business desktop client and use your @ietvolunteer.org to log on.
- If you are not logged into your Skype for Business account you will be prompted to log in.



- Once you have signed in the meeting will start to open.
- Note: if you have problems there is an option to join via the Skype meeting web client.

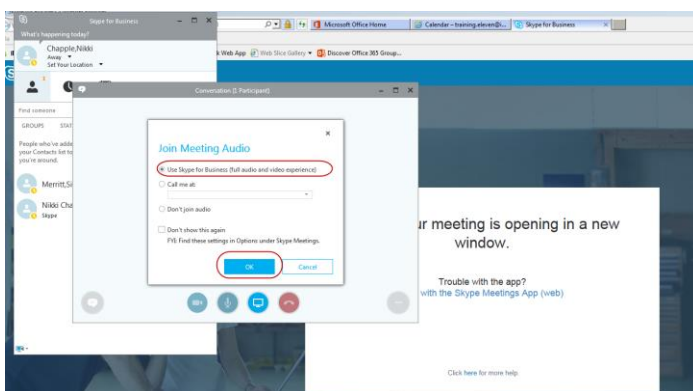


All set! Your meeting is opening in a new window.

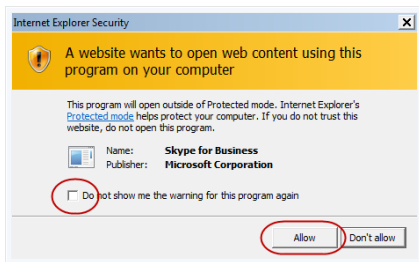
[Trouble with the app?](#)
[Join with the Skype Meetings App \(web\)](#)

[Click here for more help.](#)

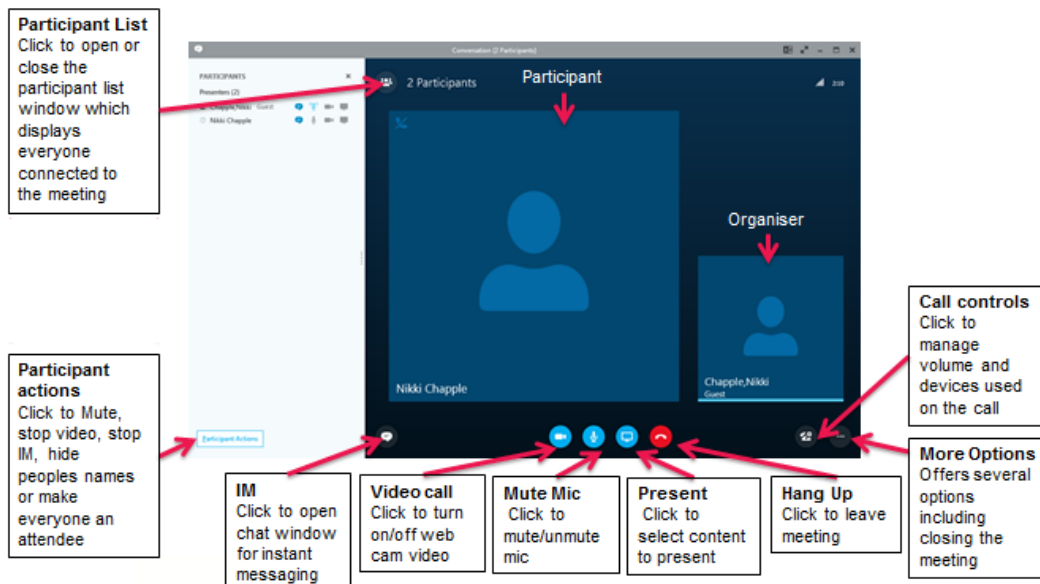
- The Skype for Business Desktop Client will create a pop up box called 'Join Meeting Audio' select 'Use Skype for Business (full audio and video experience)'
- Select 'OK'



- Note if the following Internet Explorer security screen is displayed tick the box and select OK as we want Skype for Business to open



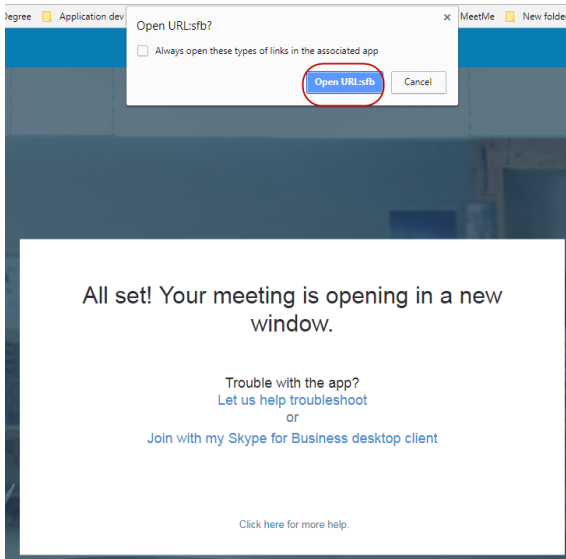
- You will then join the Skype for Business meeting.
- If you have used your @theietvolunteer account to logon you will see your name and your photo, if loaded. If you have used a non @ietvolunteer.org account you will see that you have entered the meeting as a guest.



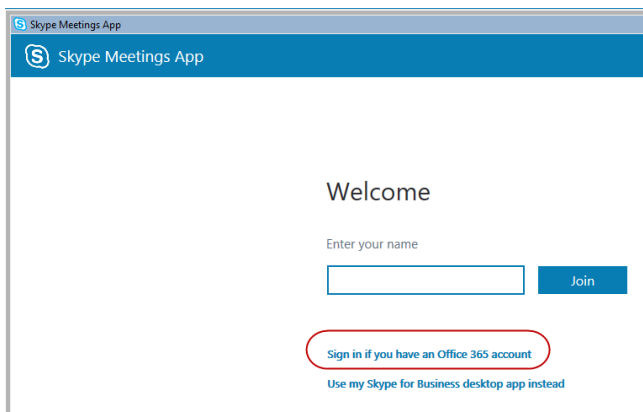
- Make sure that you unmute your microphone and Start your video.

5. Join a Skype for Business Meeting using Skype Meeting App (web)

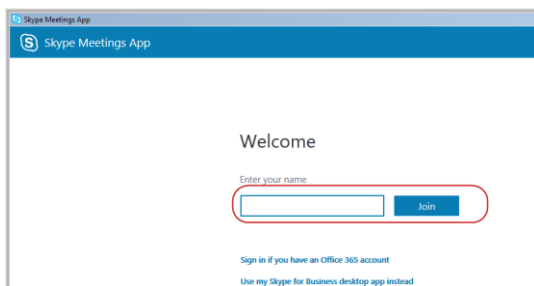
- If you do not have the Skype for Business desktop client, then you can join the Skype meeting by selecting '**Join with the Skype Meeting App (web)**'.
- Note: you do not need an office 365 account to join the meeting.
- If you have never used the Skype Meeting App before on your device then you will be asked to download the app. (Note: Admin permissions are not required to install this application).
- If you have already downloaded the web app it should automatically open or you may get a request to open the url depending on what browser you use.



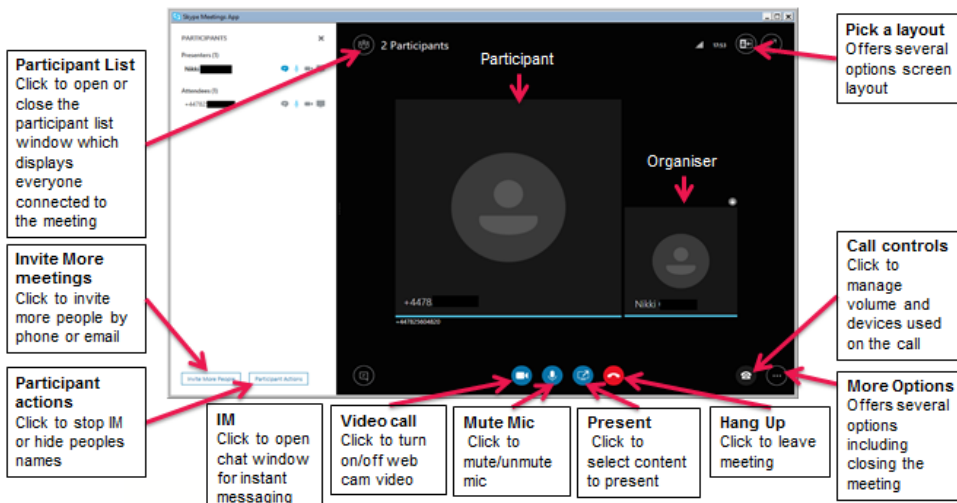
- If you have an Volunter Office 365 account and you are the meeting organiser you need to log into your Volunter Office 365 account @theiet.org to use the full functionality.



- If you do not have a Volunter Office 365 account and are just a meeting attendee you can choose to sign in as a Guest. Enter your name and select **'Join'**





- You will join the Skype for Business meeting



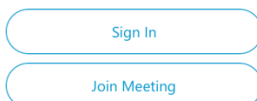
- Make sure that you unmute your microphone and start your video.

6. Join via the phone or tablet Skype for Business App

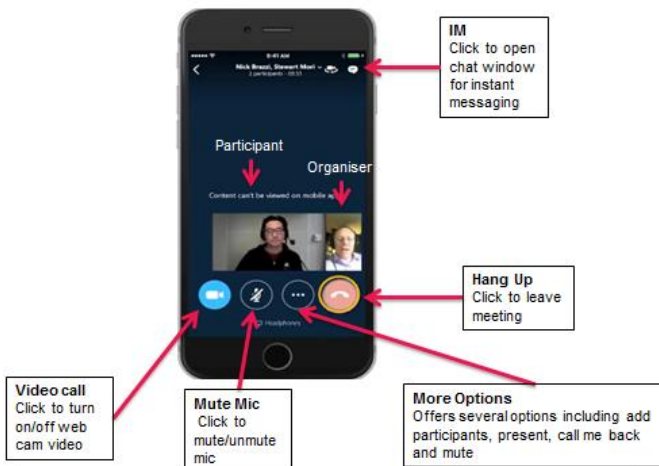
- Download the Skype for Business App  or the Skype Personal app  - you'll still be able to join the meeting with the Skype Personal app.
- Select Join Online
 - Sign into Skype for Business app with your @ietvolunteer.org email account or other Microsoft corporate account.
 - Join the meeting as guest and just enter your name



Welcome to Skype for Business, the app formerly known as Lync.



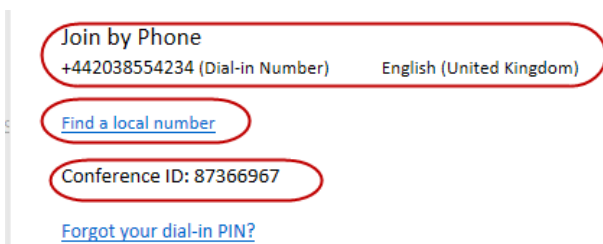
You will then join the Skype for Business meeting.



- Make sure that you unmute your microphone and Start your video.

7. (For meetings with phone dial in option) Join a Skype for Business Meeting by phone

- Some Skype for Business meeting invitations have the option to join by phone.



- You can join the Skype for Business meeting by phone if you do not have internet access or it is more convenient.
- Note: You won't be able to see any information that is being shared on the screen. You may want to contact the meeting organiser beforehand to make sure you have copies of any papers they may be presenting.
- Note: You will be charged for the phone call.
- Note: This is only available for meetings with phone dial in option.
- If you are in a country shown against the phone number displayed phone that number
- If you are in another country, then select '**Find a local number**' to find a local phone number to you
- Once you have joined the call you will be prompted to enter the '**Conference id number**' displayed
- Then you will be prompted to speak you name.
- You will be joined to the Skype for business meeting via audio only.

8. (For meetings with phone dial in option) Ask the meeting organiser to phone you to join the Skype for Business Meeting

- If you have problems or don't want to use any of the above options you can contact the meeting organiser before the meeting with your phone number to ask the organiser to phone you so that you could join the meeting.
- Note: You will not be charged for the call.
- Note: You won't be able to see any information they are sharing on the screen. You may want to contact the meeting organiser beforehand to make sure you have copies of any papers they may be presenting.
- Note: This is only available for meetings with phone dial in option.

9. Help on Skype for Business

- Visit the [IET's Skype for Business help pages](#)
- Visit the [Microsoft Skype for Business support pages](#)
- Contact volunteer365support@theiet.org