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## Instruction for External Attendees to Connect to Skype for Business Web based Meetings

The attached instructions will allow for people who do not have Skype For Business to understand how to access a Skype web meeting and how to adjust audio settings prior or during the Skype session.

If there is further clarification needed or technical issues please contact the YUSA IT help desk via a tech ticket, located on Connect, and we will ensure to get back to you within a timely matter.

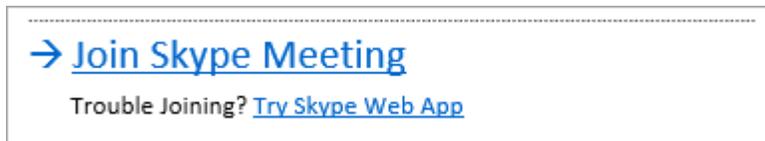
YUSA IT Technology Department

### Join a Skype for Business meeting with Skype Meetings Application (Web app)

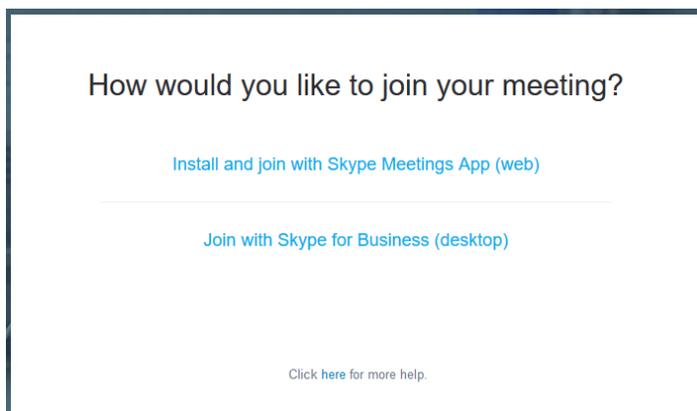
The Skype for Business Web App can be used to join the meeting from any web browser.

This section will provide the steps on how a non-Skype for Business external user, without a Skype for Business account, is able to **download and install the Skype Meetings Application** to join a Skype meeting:

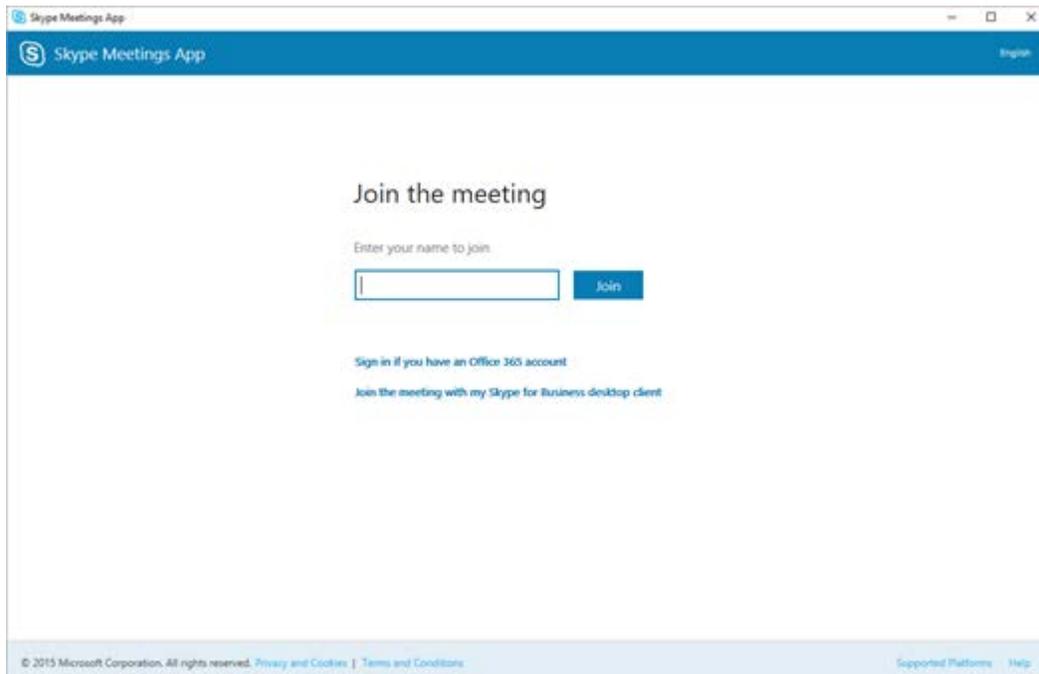
1. Open the meeting request in your email or calendar and select **Join Skype Meeting**.



2. Follow your browser's instructions for installing Skype Meetings App. Two options will be available. If the attendee does not have Skype for Business installed, they will select the first option, **"Install and join with Skype Meetings App (web)"**



3. Once you select the Skype Meetings App (Web), then you will be asked to install a plugin.  
Please click **Run** to install.
4. On the Skype Meetings App sign-in page, enter your name, and select **Join**.



5. Once you join, the display will show the full Skype meeting and provide the same experience as if the user had a Skype for Business account with the desktop version of Skype for Business.



6. For future meetings, if the same browser was used that you set up the web app plugin, you will not need to install it again or type your name in. You can change the name before joining if you choose to.

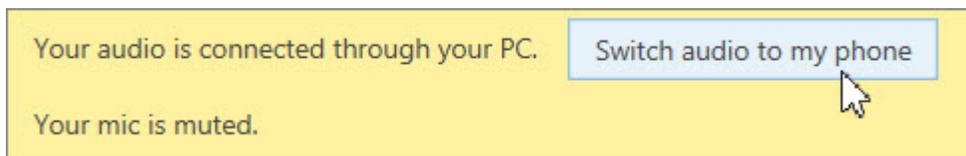
### **Skype meeting audio options in Skype Meetings App**

The next section is how a user can change the audio settings once connected to the Skype for Business call. The default audio is connected via their computer Mic and Audio.

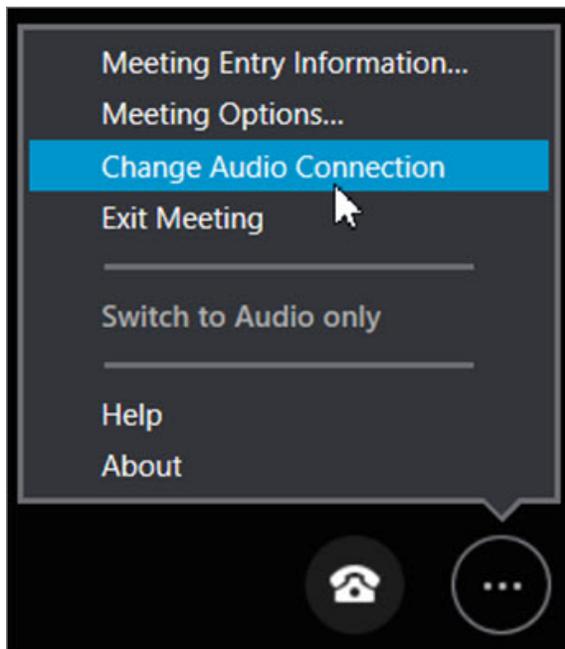
They will be able to switch their audio to their phone while on the call or change the audio connection on their computer.

First part will display how an external user can connect to the meeting by phone:

1. Click **Switch audio to my phone** in the business bar, click **Connect**,



2. Click **More options** > **Change Audio Connection**, and then click **Connect**. Note the number and conference ID and call in to the meeting.



3. Save your Skype Meetings App settings at the end of the meeting by clicking **Yes** when you see **Save Your Name and Settings**.