

How do I join a Skype meeting via computer ?

Windows Computer (including laptops and desktops)

An internet connection will be necessary to join the meeting.

1. Click or enter the link published with the event information. If you can't find the link, contact the library.
2. The page that opens will have several links on it. If you've joined Skype meetings on this computer before, click on **here**—circled in red—to join the meeting. Skip ahead to step 6.
3. If this is your first time joining a skype meeting on this computer, click **Install and join with Skype Meetings App**.
4. The Skype for Web Meetings App will download to your computer. If prompted, allow the download. When the download is complete, open the file. If prompted to allow your computer to run the file, allow it do so. The file is safe.
5. Allow any permissions the app asks for. It may prompt for audio, video, and microphone access.

[Install and join with Skype Meetings App \(web\)](#)

Already Installed? [Click here](#) to join with Skype Meetings App (web)

[Join with Skype for Business \(desktop\)](#)

6. Enter your name in the box and press **Join**

Enter your name

Jeremy

Join

Meeting Controls

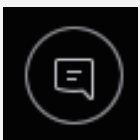
Meeting controls will be available at the bottom of the screen. Turn your camera on and off (blue camera icon; webcam required)

- Mute and unmute your microphone (blue microphone icon)
- Share your screen (blue monitor icon with arrow; only do this if requested by the presenter)
- Hang up (red telephone icon)



Text Chat

At the bottom-left corner of the screen is the chat button. Clicking this button will open the chat window to the left of the call screen. Type messages in the area at the bottom of the chat window and press enter to send them. Messages sent by other participants in the call will appear here.



How do I join a Skype meeting via mobile device?

Smartphone or Tablet

An internet connection will be necessary to join the meeting.

1. Tap or enter the link published with the event information. If you can't find the link, contact the library.
2. Your device will be directed to install the Skype for Business mobile app. Install the app and accept all permissions it requests, as they are required for the app to work.
3. Open the app after installing it. It may attempt to take you straight to the meeting and ask you for a Skype for Business sign-in screen. If this happens, close Skype, return to the meeting link and tap it again
4. Select the Join as Guest option, enter your name, and join the meeting.

Meeting Controls — Android and iOS

Android and iOS

Meeting controls will look similar to the image to the right

- Tap the **Video** button (camera icon) to turn your video on and off (if on, other attendees will see your video)
- Tap the **Mute** button (microphone icon) to mute or unmute your microphone
- Tap the **Audio** button (speaker icon) to turn incoming sound on and off
- Tap the red **phone** icon to hang up the call
- Tap the **speech bubble** in the top-right corner to open the chat pane

