

## Join a Skype for Business meeting without an skype for business account

• There is a teleconference dial in number with all invites. This can be used from any landline or mobile for sound only.

Join a Skype for Business meeting with Skype Meetings App (Skype for Business Web App)

Skype for Business Web App Skype Meetings App

If you don't have the desktop version of Skype for Business, or don't have a Skype for Business account, you can use Skype Meetings App or Skype for Business Web App to join a Skype for Business meeting from your browser.

Depending on how your organization is set up, you will use either Skype Meetings App or Skype for Business Web App.

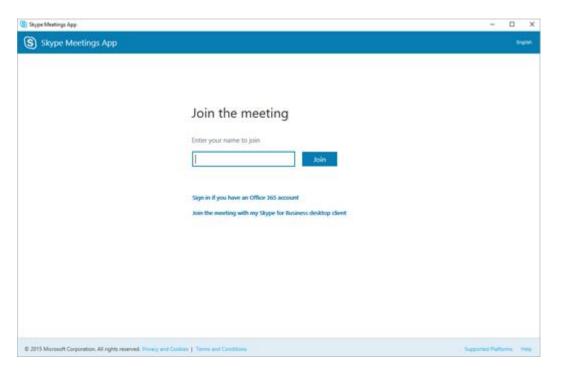
- Skype Meetings App Skype for Business Web App
- Join a meeting using Skype Meetings App

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

1. Open the meeting request in your email or calendar, and select Join Skype Meeting. (Depending on your version, you may see Join Online Meeting.)



- 2. Follow your browser's instructions for installing Skype Meetings App. For example, in Internet Explorer, select Run when you see the alert at the bottom of the browser window.
- 3. On the Skype Meetings App sign-in page, enter your name, and select Join.





# Join a Skype for Business meeting from your mobile device without a Skype for Business account

Skype for Business for Android Skype for Business for iPad Skype for Business for iPhone

You can join a Skype for Business meeting on your mobile device without signing in to Skype for Business or even having a Skype for Business account.

#### **iOSAndroid**

We recommend that you install the Skype for Business app (from the App Store for iPhone and iPad) before the meeting.

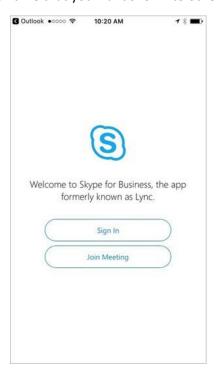
**Notes:** If you haven't installed the app and you try to join a Skype for Business meeting from the meeting invitation, you'll be redirected to a Join Launcher page. This page contains a link for installing the Skype for Business app. However, instead of directing you to the App Store, this link opens a blank page in the Safari browser. You can do one of two things to work around this issue:

- Use the Home button to send the Safari page to the background, and then reopen Safari. When the
  notification "Open this page in App Store" appears, tap Open to be directed to download Skype for Business
  from the App Store.
- Manually open the App Store, search for "Skype for Business," and download the app.

#### Join the meeting

Once you've installed the Skype for Business app, here's what to do next:

- 1. Don't sign in to Skype for Business.
- 2. When you tap the meeting link on your mobile device, you'll get a Skype for Business prompt to join the meeting.
- 3. Tap Join Meeting.
- 4. Enter the name that you want shown to other participants in the meeting.







### What you can do as a guest

Once you enter your name, you'll be admitted to the conversation window for the meeting (or into the Lobby if the meeting leader has decided to use that feature).

Here are some things you can and can't do as a meeting guest if you're not signed in to Skype for Business:

#### You can:

- Open the Meeting settings screen and change your settings for using Wi-Fi with video and meeting content, and for Text telephone (TTY) mode.
- View the meeting roster, and see the names and titles of the other participants.

#### You can't:

- Navigate to any Skype for Business screens other than the Meeting conversation and the Meeting settings screens.
- Open a contact card from the roster.
- See contact photos in the roster or active speaker area.