



Participating in a “Skype for Business” meeting via browser

1. Click the link ‘Join Skype Meeting’ within the e-mail sent to you or copy it to the address field of your browser:

.....
[→ Join Skype Meeting](#)

Join by phone

[+358942827789](#) (Finland)

English (United States)

[Find a local number](#)

Conference ID: 29905

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

2. You will see window that looks like the picture below in your browser, and if you have not used Skype for Business before you will need to install Skype for Business Web App plug-in by checking the box and clicking ‘Join the meeting’:

Skype for Business Web App

You are ready to join the meeting now: Petra Kääriä

Install Skype for Business Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

[Join the meeting](#)

3. Follow the instructions given: Save the file and run it to install the plug-in. Your firewall might try to block the connection in which case you will need to allow the site from the bar below the address field (see pictures below) by clicking on ‘Allow’ and ‘Allow now’ and possibly you will need to enter the administrator password.


Skype for Business Web App

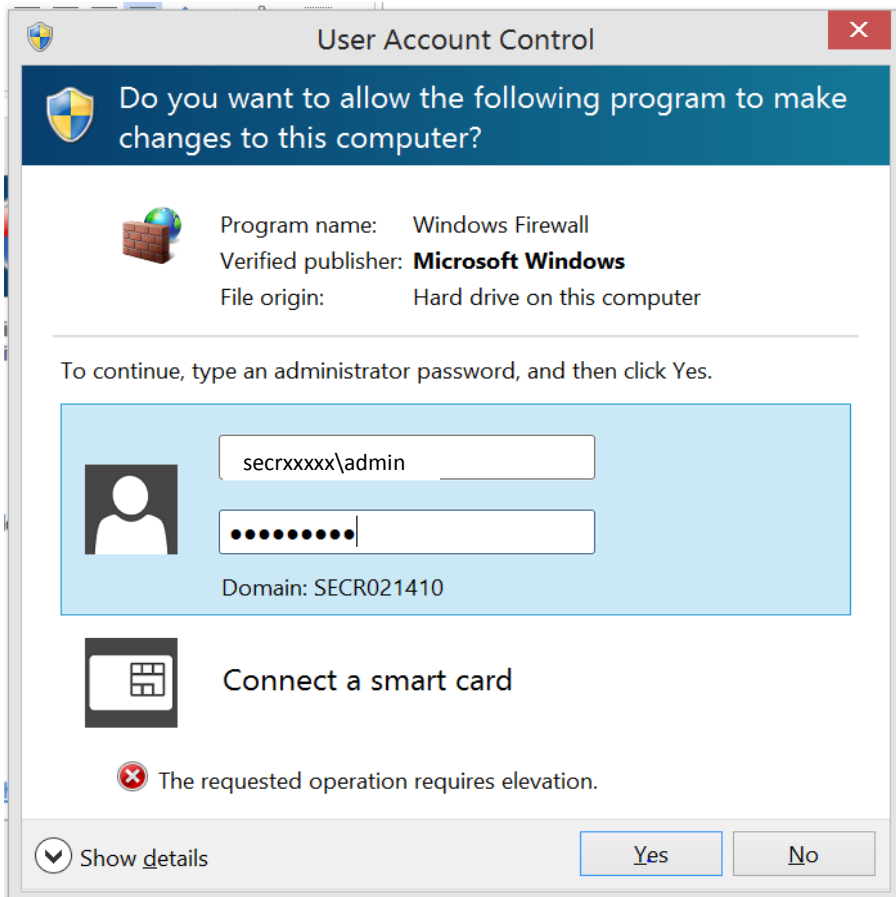
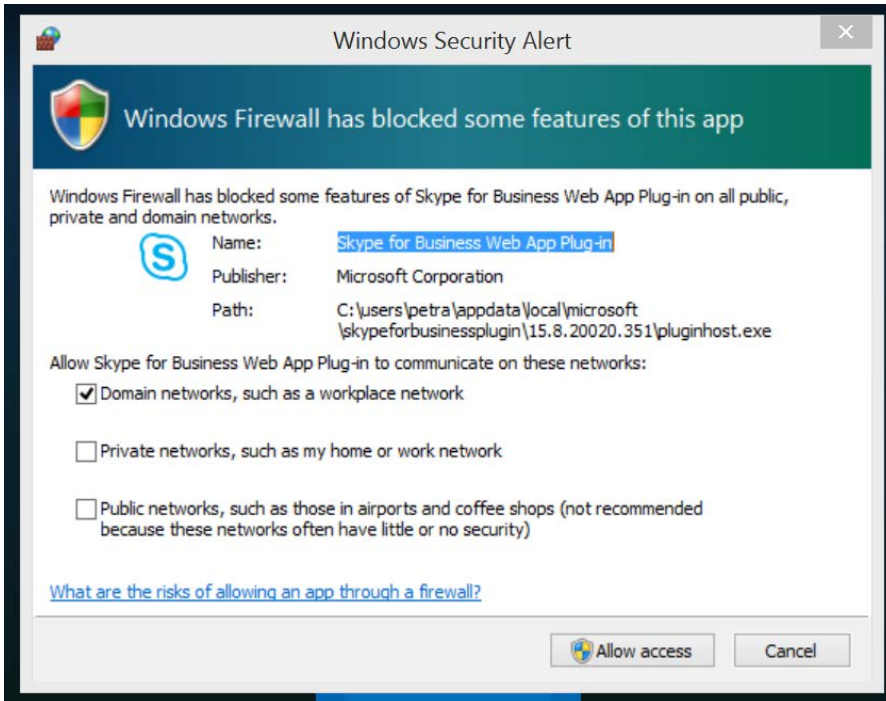
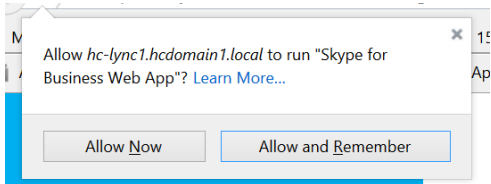
Hi Petra Kääriä!

- 1 Follow your browser's prompt to save the plug-in.
- 2 Run the file that you saved and install the plug-in.

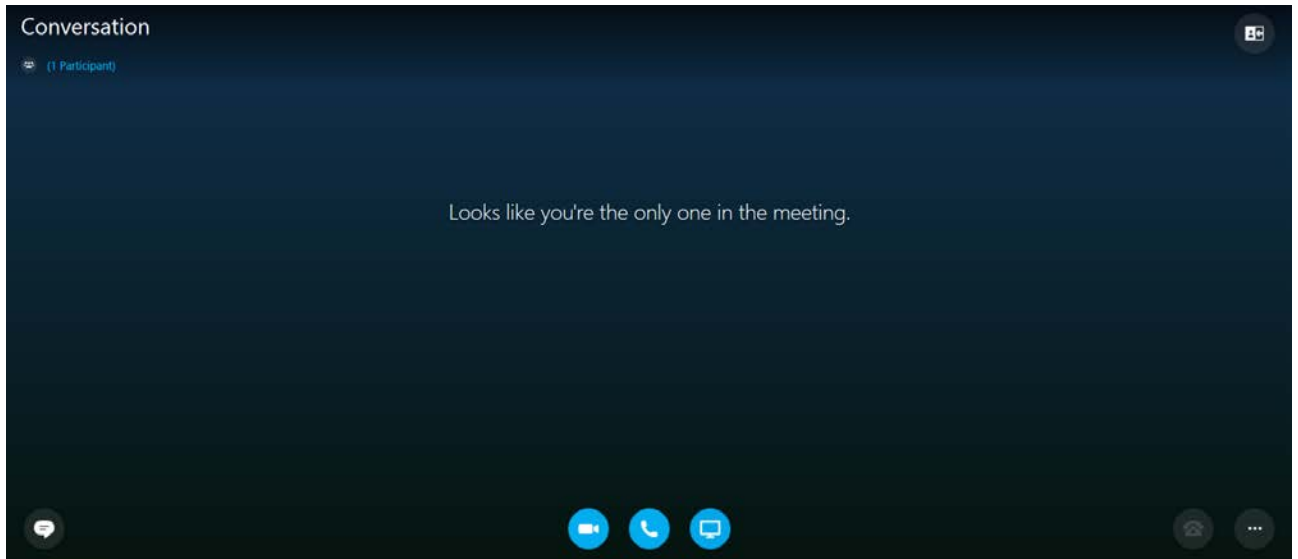
If the plug-in doesn't start downloading in 30 seconds, [click here](#).

[Still having trouble installing the plug-in?](#)

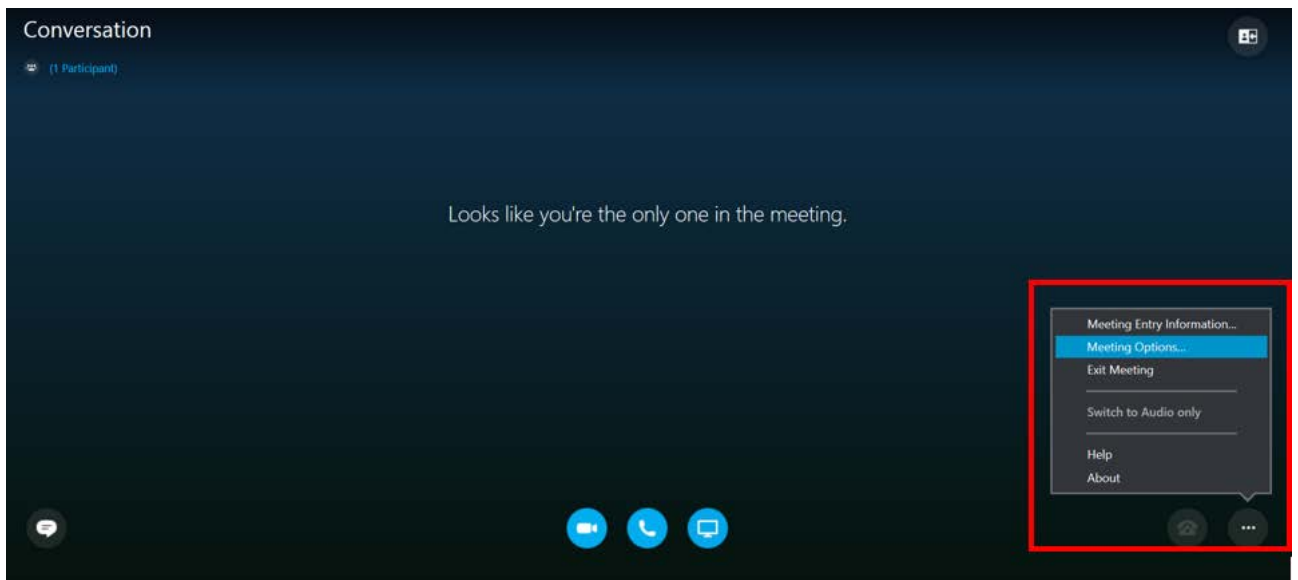
 Finish installing the plug-in as instructed...



4. Once you get in to the meeting this window will appear:



5. You can turn on your video and adjust audio by clicking the tree dots on the right hand side lower corner, after which you will get into 'Options' (see picture below).



Options



- General
- Phones
- Audio device
- Video device**

Video device


Select the camera you want to use for video calls:

[Learn More](#)

HP 720p HD Monitor Webcam



Crop and center my video in meetings

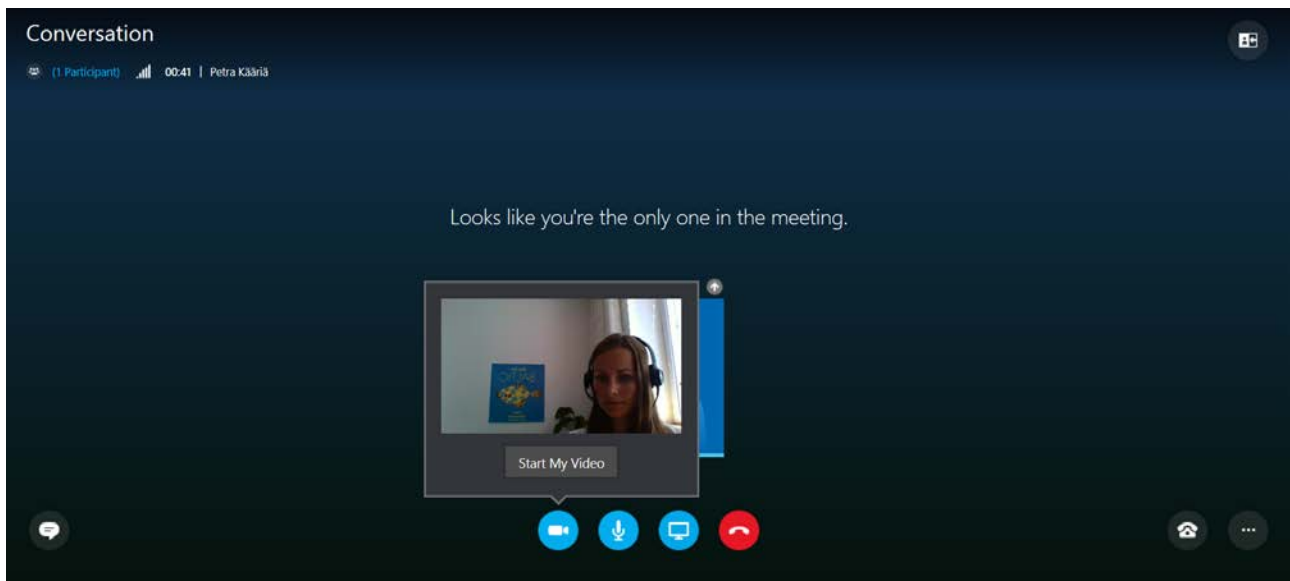
 The above option isn't available unless you select "Remember me on this computer" on the General tab.

OK

Cancel

Help

6. Start your video by clicking on the video symbol and click 'Start My Video'.



7. To use the chat click on the chat icon (left hand side corner) and start typing. The other icons are for microphone (second blue ball; to mute/unmute), screen (third blue ball; to present), ending the call (phone in red ball) and call options (telephone in black ball; for quickly switching devices and putting the call on hold)

