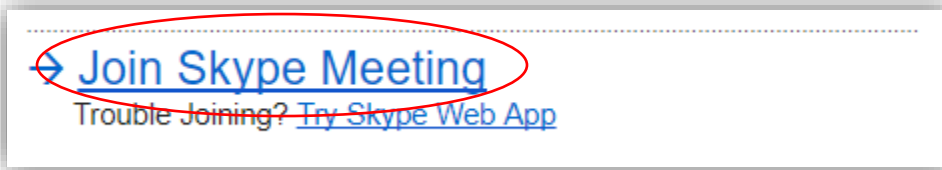
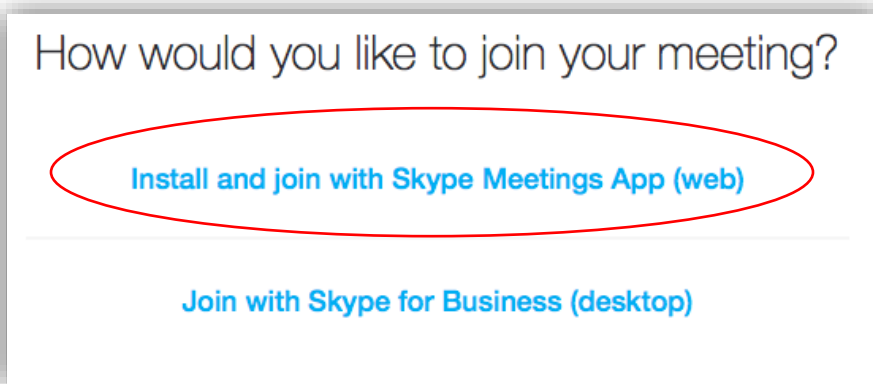


How to Join a Skype for Business Meeting (MAC Users)

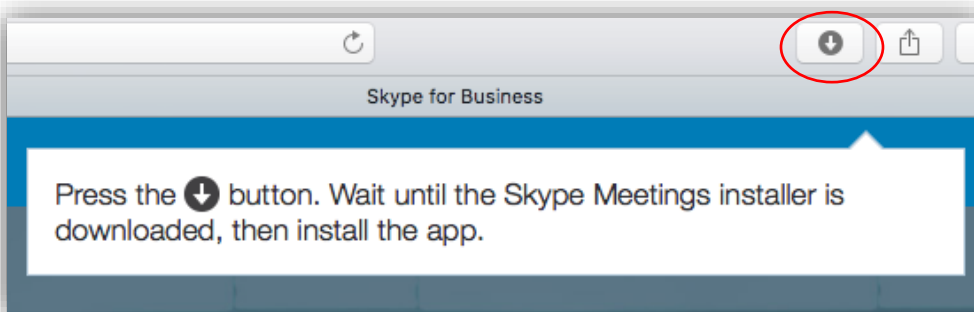
1. You should receive an e-mail inviting you to join a skype meeting. Click the link below to begin.



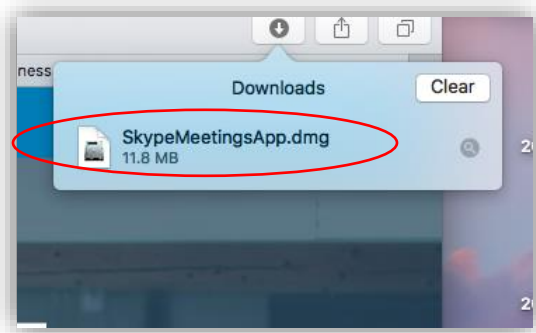
1. If you are not an employee of Motlow State Community College, select the option noted below:



3. An installation file will download. Click the icon in the top right corner (shown below).



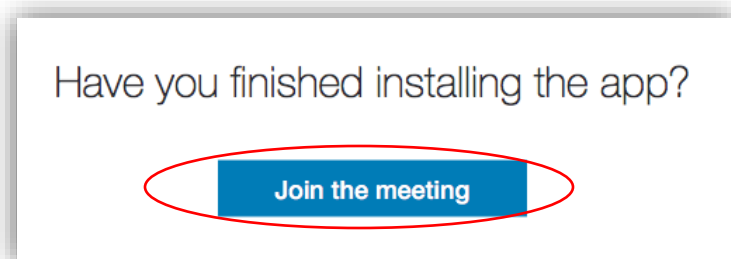
4. Double Click the file below to begin the installation.



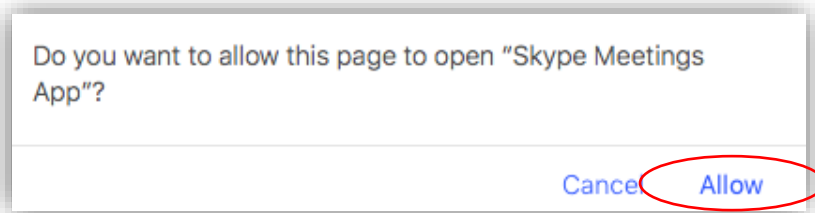
5. A new installation window will appear. Double click the Skype icon.



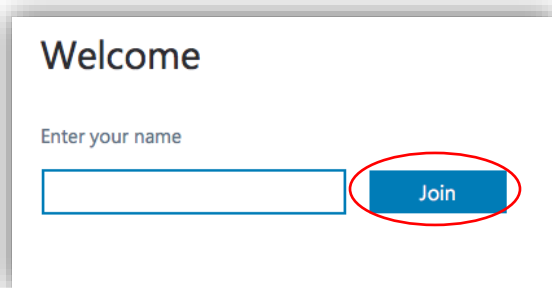
6. The installation should proceed and close without prompt. Return to your browser window and click "Join the meeting"



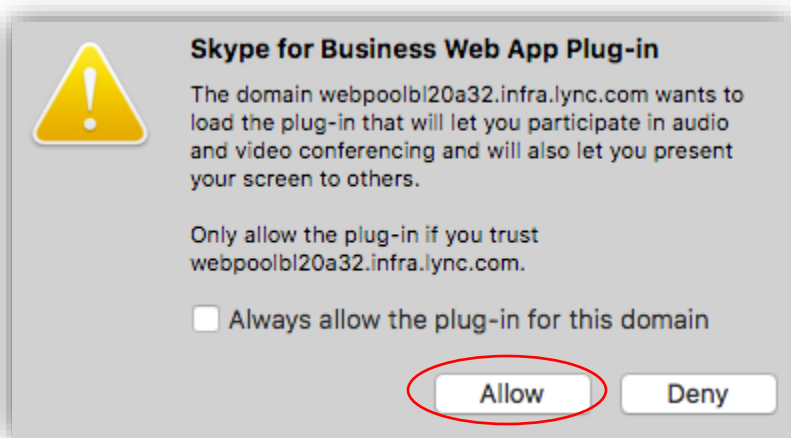
7. You may be prompted to allow the app to open. Click Allow.



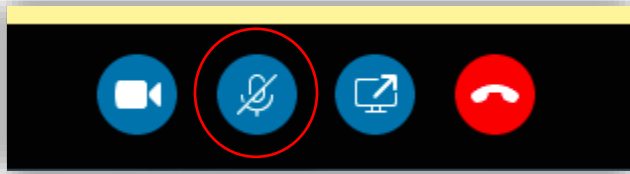
8. Enter your name and click "Join".



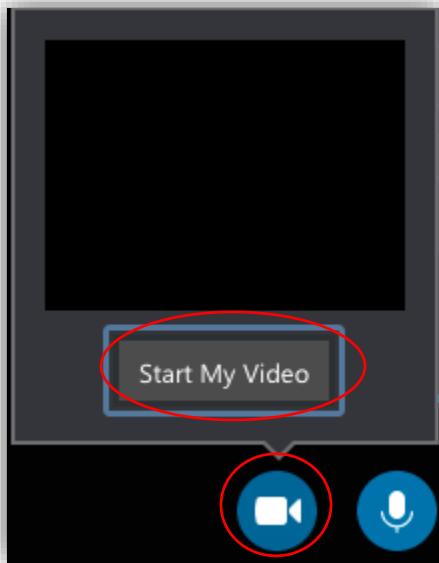
9. Next, you may be prompted to allow audio/video for the app. Click Allow.



10. Once you are in the meeting. Click the microphone icon below to Unmute and enable your audio.



11. Finally, click the camera icon and “Start My Video” Button to enable your webcam.



If you have any further questions or issues with joining your Skype for Business Meeting, Call the Motlow State IT Helpdesk at:

931-393-1510.