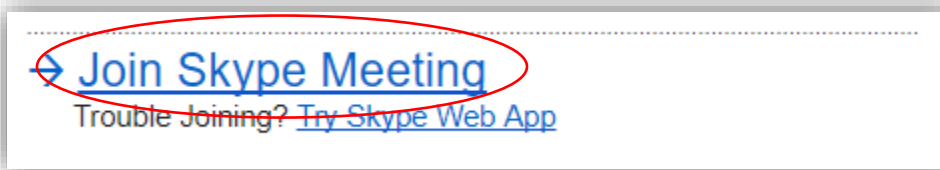
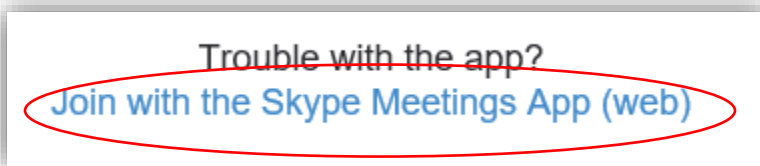


How to Join a Skype for Business Meeting (PC Users)

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

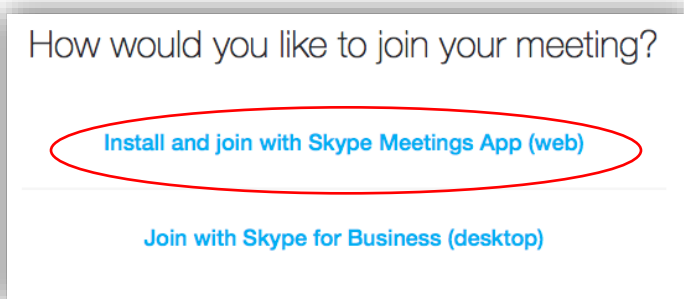


2. Internet Explorer and Microsoft Edge users should be able to click "Join with the Skype Meetings App". *If the meeting opened automatically, skip to step 7.*

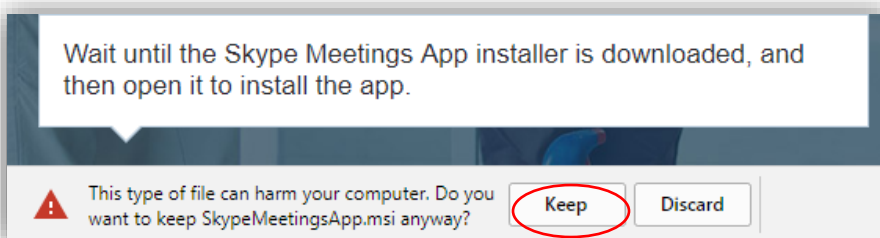


If this was not an option, see below.

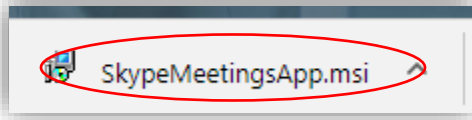
3. Click the circled message "Install and join with Skype Meetings App (web)".



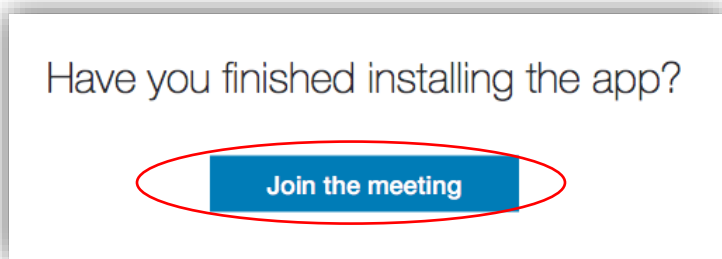
4. An installation file will download. Click the icon in the bottom left corner (Google Chrome). *Internet Explorer or Edge users may have a different message. Click "Run or Save".*



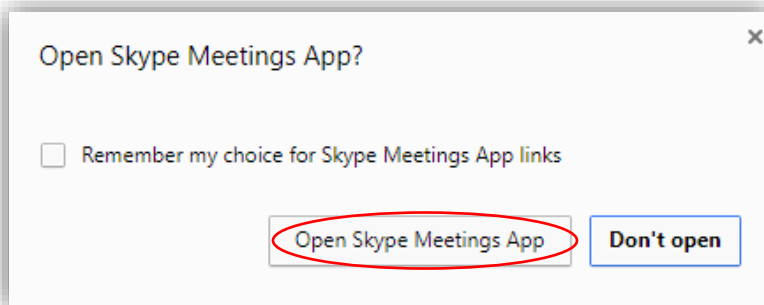
5. Double Click the file below to begin the installation. Alternately, if you click “Run” if you are using Internet Explorer or Edge.



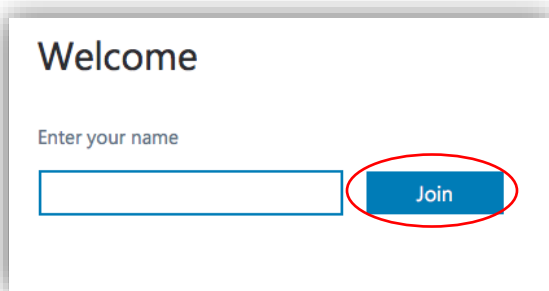
6. A new installation window will appear and close without prompt. Return to your browser window and click “Join the meeting”



7. You may be prompted to “open” or “allow” the app. Click open or allow.

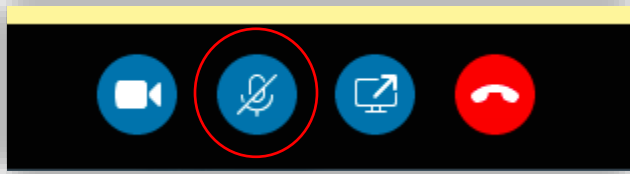


8. Enter your name and click “Join”.

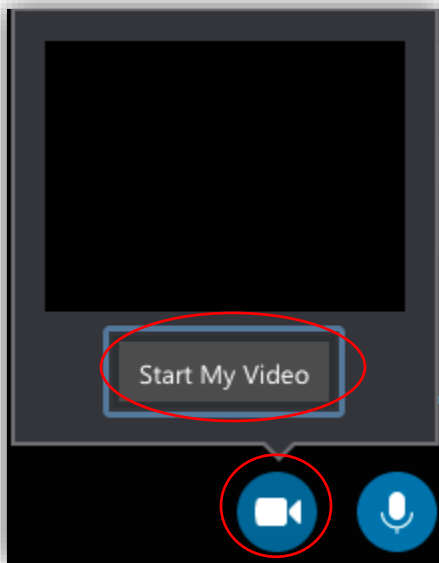


Next, you may be prompted to allow audio/video for the app. Click Allow.

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



10. 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.