Simple Manual for Skype Meetings (for Participants)

● Using Skype Meetings
  ➢ When a meeting organizer creates a Skype Meeting request, a Skype Meeting URL is generated.
  ➢ By clicking this URL, the meeting organizer and participants can join the Skype Meeting.

Skype Meeting Setup Process

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Meeting creation</td>
<td>Organizer creates Skype Meeting request.</td>
</tr>
<tr>
<td>(2) URL generation</td>
<td>Skype Meeting URL is generated.</td>
</tr>
<tr>
<td>(3) Meeting invitation</td>
<td>Skype Meeting URL is sent to organizer and participants.</td>
</tr>
<tr>
<td>(4) Organizer joins meeting</td>
<td>Organizer clicks Skype Meeting URL. The Skype Meeting screen appears. * Organizer must join meeting before participants.</td>
</tr>
<tr>
<td>(5) Participants join meeting</td>
<td>Participants click Skype Meeting URL. The virtual lobby screen appears. (Participants must wait in the virtual lobby.)</td>
</tr>
<tr>
<td>(6) Admission to meeting</td>
<td>Once the organizer admits the participants to the meeting, the Skype Meeting screen appears for participants (i.e., participants move from the virtual lobby to the meeting room).</td>
</tr>
<tr>
<td>(7) Start of meeting</td>
<td>Meeting starts once all participants are present.</td>
</tr>
</tbody>
</table>

Because anyone with access to the meeting URL can join the meeting, participants must wait in the virtual lobby until they are admitted to the meeting by the meeting organizer.
1. Connect a headset or speakerphone to your computer.
   Please connect the device before launching the Skype Meetings App.

2. Click the URL issued by the meeting organizer to join the Skype meeting. The link can be found in the invitation email sent to you.

3. Your browser opens. Click [Install and join with Skype Meetings App (web)].
4. Click [Run] on the popup window at the bottom of your browser.

5. The Skype Meetings App launches. This completes the initial setup.
Launching the Skype Meetings App (Second Time Onward)

1. Connect a headset or speakerphone to your computer.
   Please connect the device before launching the Skype Meetings App.

2. Click the URL issued by the meeting organizer to join the Skype meeting. The link can be found in the invitation email sent to you.

Joining a Skype Meeting

1. Open the Skype Meetings App, enter your name, and click [Join]. (Your name will be displayed during the meeting.)

2. Connection to virtual lobby

Because anyone with access to the meeting URL can join the meeting, participants must wait in the virtual lobby until they are admitted to the meeting by the meeting organizer.
3. When you join the virtual lobby, the organizer will be notified of your arrival. Once the organizer admits you to the meeting, you will join the meeting, and the Skype Meeting screen will load.
Operating the Skype Meeting Screen

- **Show/hide [PARTICIPANTS]**
  - Shows list of meeting participants

- **[PARTICIPANTS]**
  - Shows list of meeting participants

- **[CONVERSATION]**
  - Participants can chat (e.g., if they cannot hear each other)

- **Show Skype Meetings App in full-screen mode**

- **Confirm meeting URL and audio device settings**

- **Share video**

- **Mute microphone**

- **Share computer screen**

- **Hang up (exit meeting)**
Troubleshooting: If the Organizer and Other Participants Cannot Hear You

- Headset or speakerphone disconnected
  Connect a headset or speakerphone, and restart the Skype Meetings App.

- Microphone is muted
  Unmute your microphone.

- The input device in the sound settings of your computer and the audio device (microphone) selected for Skype (click the icon at the bottom right of the Skype Meetings App, and click [Meeting Options] to show the Options screen) are different.
  Review Skype’s audio device settings, and restart the Skype Meetings App.

- If the steps above do not resolve the problem
  Restart your computer.
Troubleshooting: If You Cannot Hear the Organizer and Other Participants

- Headset or speakerphone disconnected
  Connect a headset or speakerphone, and restart the Skype Meetings App.

- Speakers are muted
  Unmute your speakers.

- The output device in the sound settings of your computer and the audio device (speaker) selected for Skype (click the ⚫ icon at the bottom right of the Skype Meetings App, and click [Meeting Options] to show the Options screen) are different.
  Review Skype’s audio device settings, and restart the Skype Meetings App.

- If the steps above do not resolve the problem
  Restart your computer.
● Official Microsoft website

For help with other issues, please visit the official Microsoft website.

Help for Skype Meetings App (Skype for Business Web App)
https://support.office.com/en-us/article/skype-meetings-app-help-skype-for-business-web-app-e08370be-2fbb-4ce9-9a90-c84d92cc4cab