

Joining City of Vaughan Online Meetings as Guest

Contents

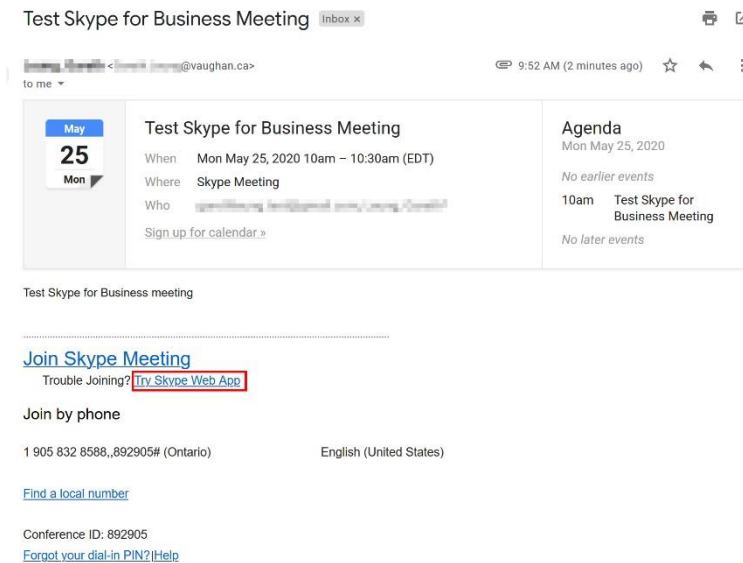
1	Join a Skype for Business Meeting as Guest.....	2
---	---	---

1 Join a Skype for Business Meeting as Guest

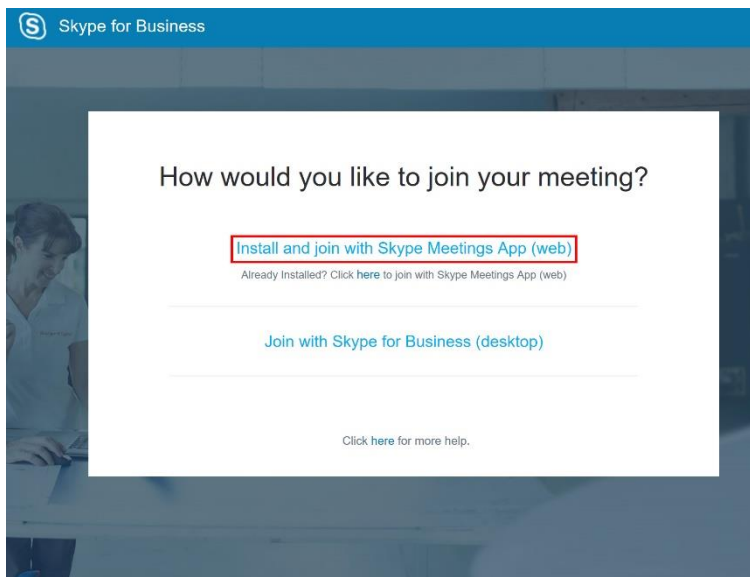
If you don't have the desktop version of Skype for Business, you can use Skype for Business Web App to join a Skype for Business meeting from your browser.

Here are the basic steps to join a Skype for Business meeting as guest with Skype for Business Web App.

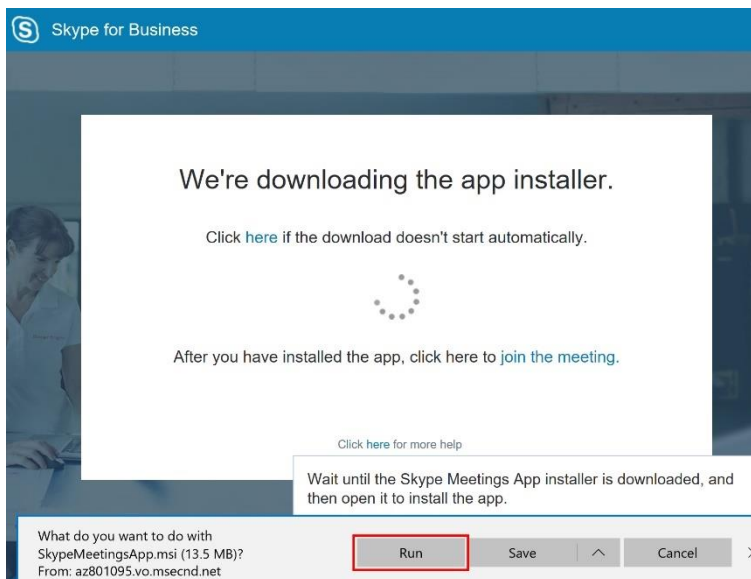
1. Open the meeting request in your email or calendar, and select Try Skype Web App.



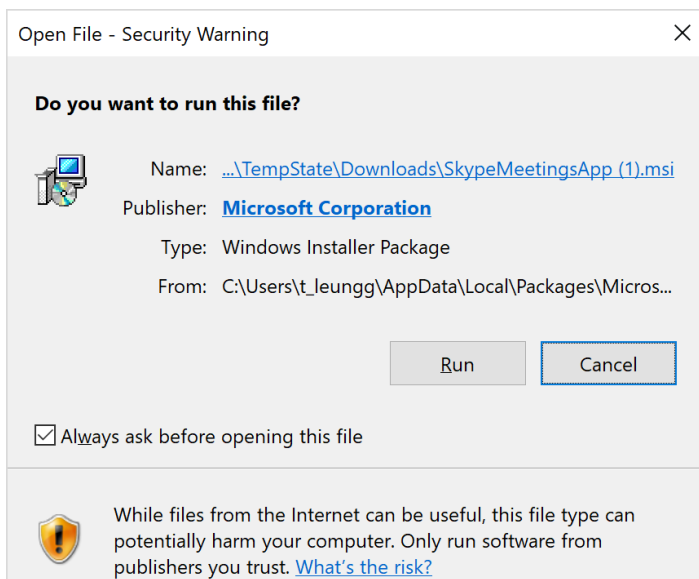
2. Click "Install and join with Skype Meetings App (web)".



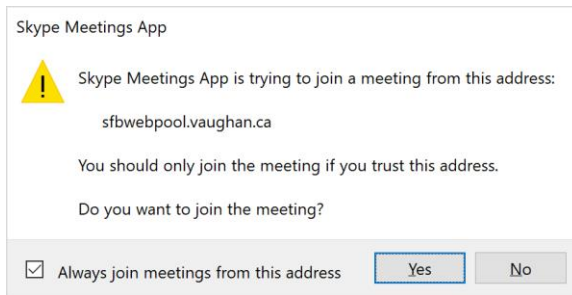
3. Click “Run” to start Skype for Business Web App



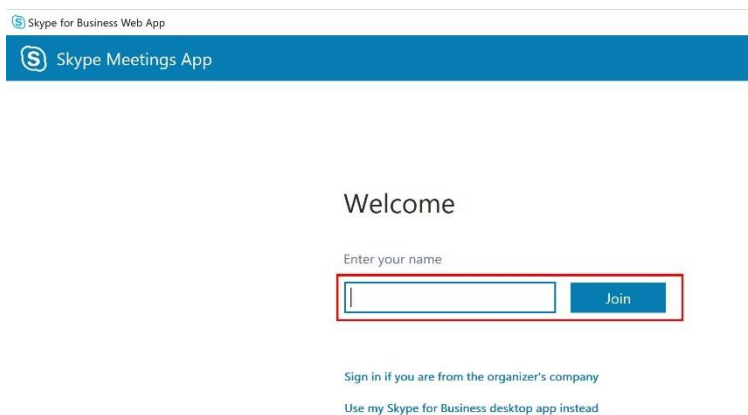
4. Click “Run” to install



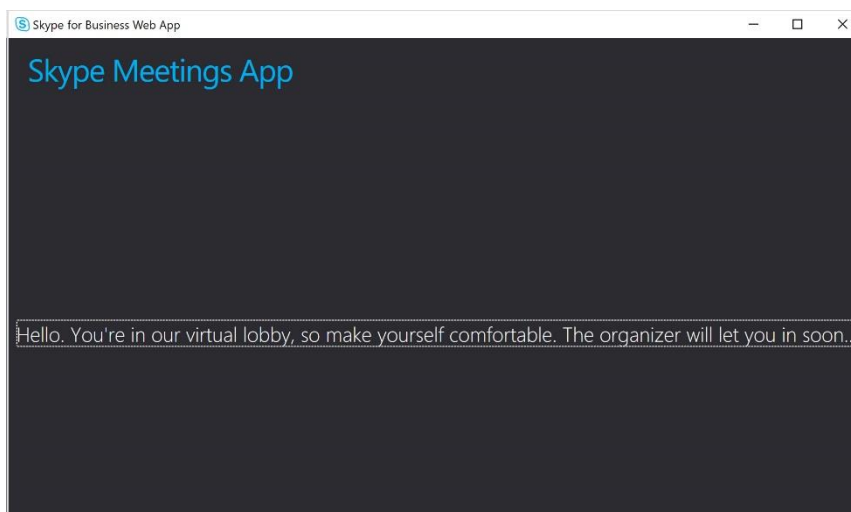
5. Click “Yes”



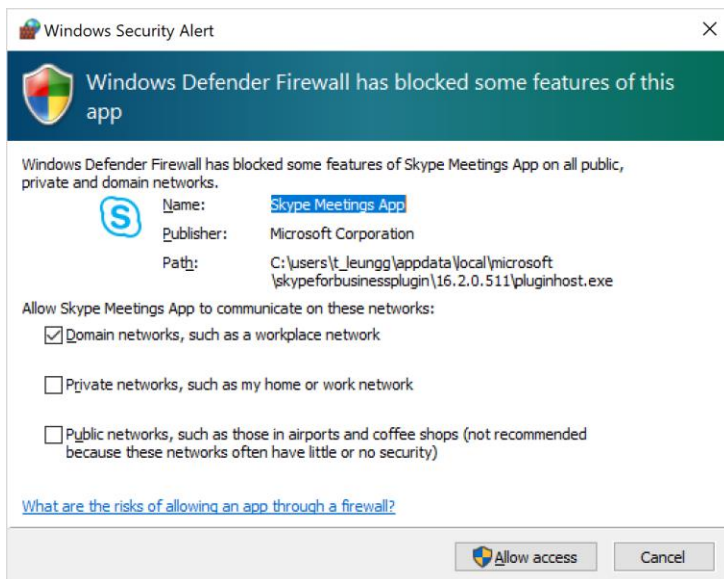
6. On the Skype for Business Web App sign-in page, enter your name and click “Join” to join the meeting



7. At this point, you're in the lobby of the meeting, the meeting organizer and other presenters are immediately notified that you're waiting.

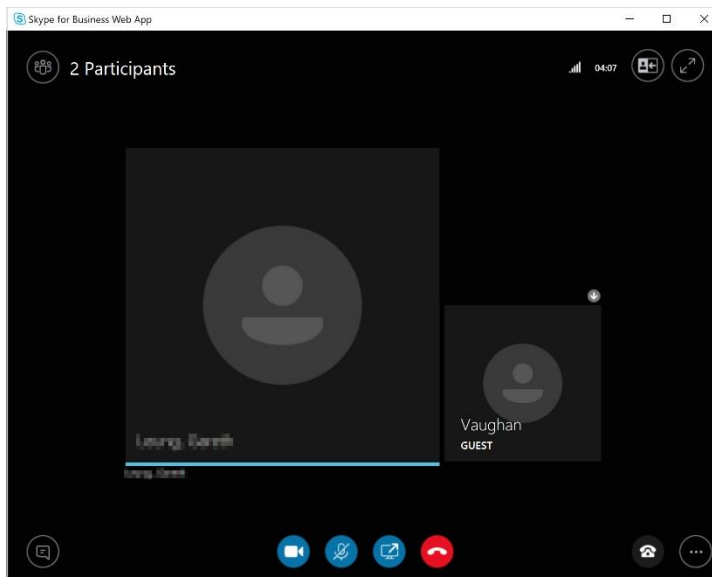


8. Skype Meeting App needs access to Internet. Click “Allow access” in the Windows Security Alert window



9. Follow your browser's instructions for installing the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing.

10. You have joined the online meeting



You can watch the video on how to join a Skype for Business meeting as guest:
<https://www.youtube.com/watch?v=nXCzEBvZfiY>