

Using Skype for Business –Clients/Families

Use the below links based on what type of device you are trying to join the meeting from

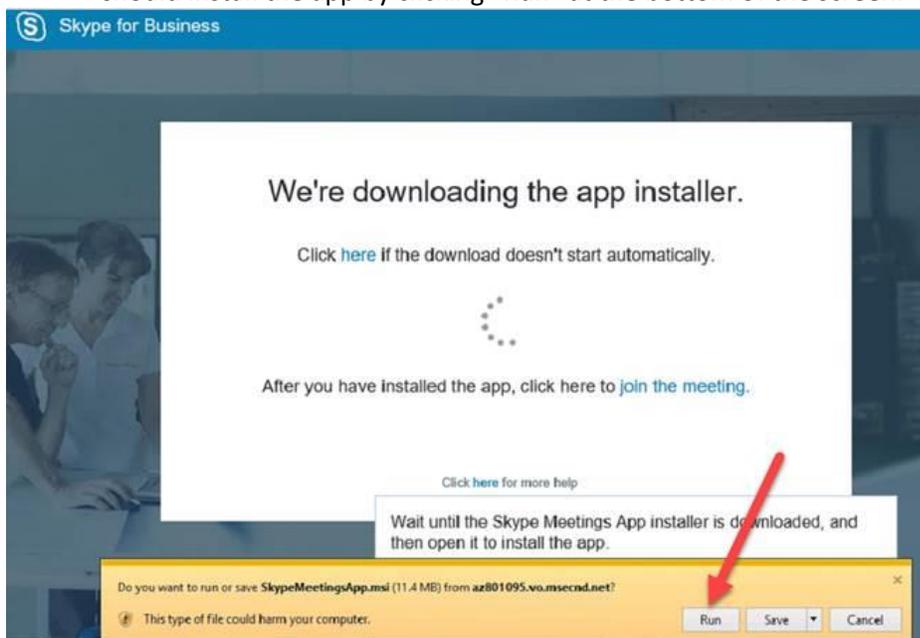
[Windows PC](#)

[Android Tablet/SmartPhone](#)

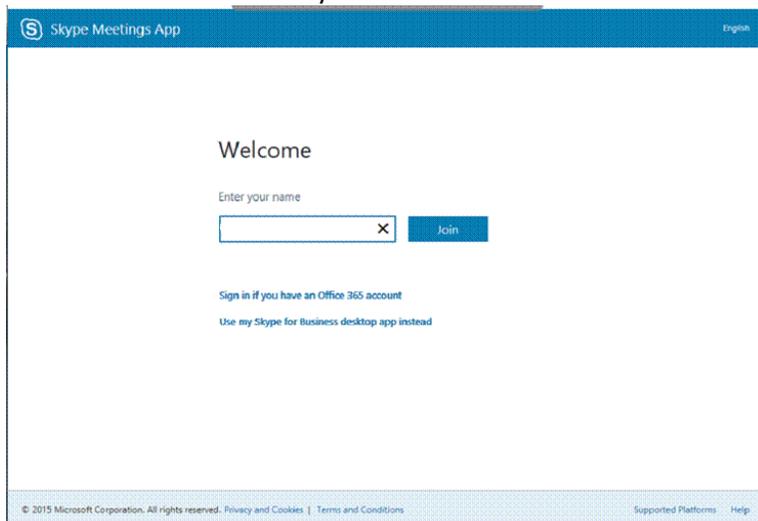
[Apple iPad/iPhone](#)

Windows PC

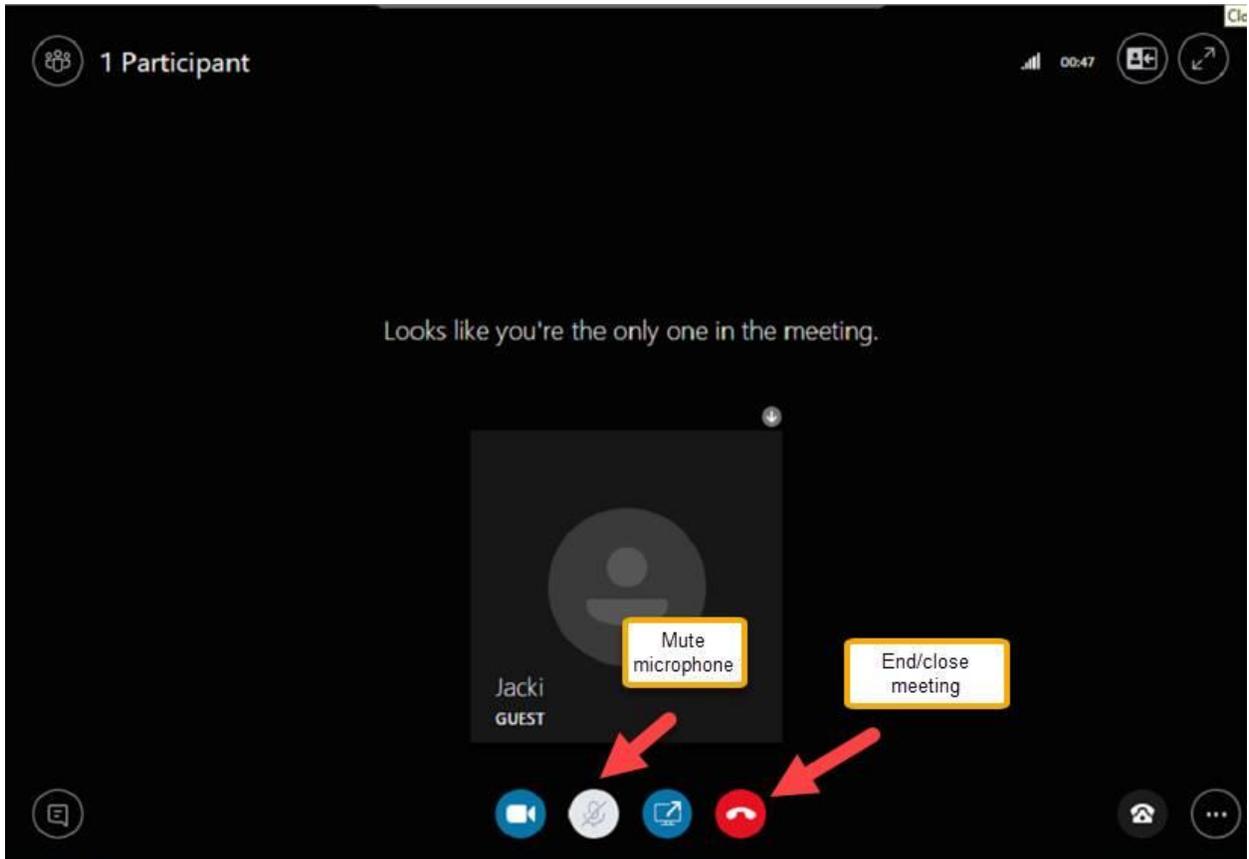
1. Clicking on the link takes them to a page which has them install the Skype Meetings App. They should install the app by clicking “Run” at the bottom of the screen.



2. Once installed they should enter their name and choose Join.

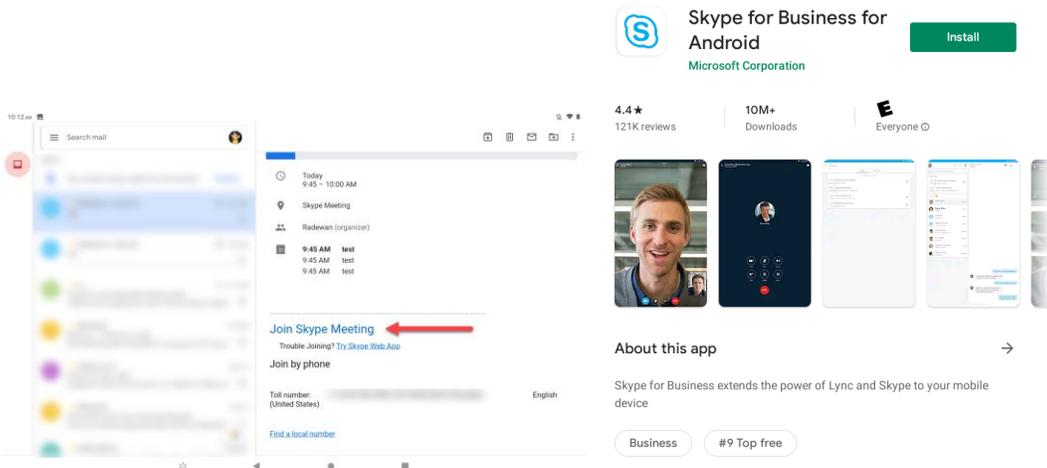


3. If multiple people are calling in ensure the users know to mute their microphone when they are not speaking. If they want to disconnect from the meeting they can just click end or close the window



Android Tablet/SmartPhone

1. Open your email on the device, click the link to Join the Meeting, you will be directed to the Google Play Store to download the Skype for Business App.



2. Agree and allow all permissions that pop up when opening the app, until you get to this screen

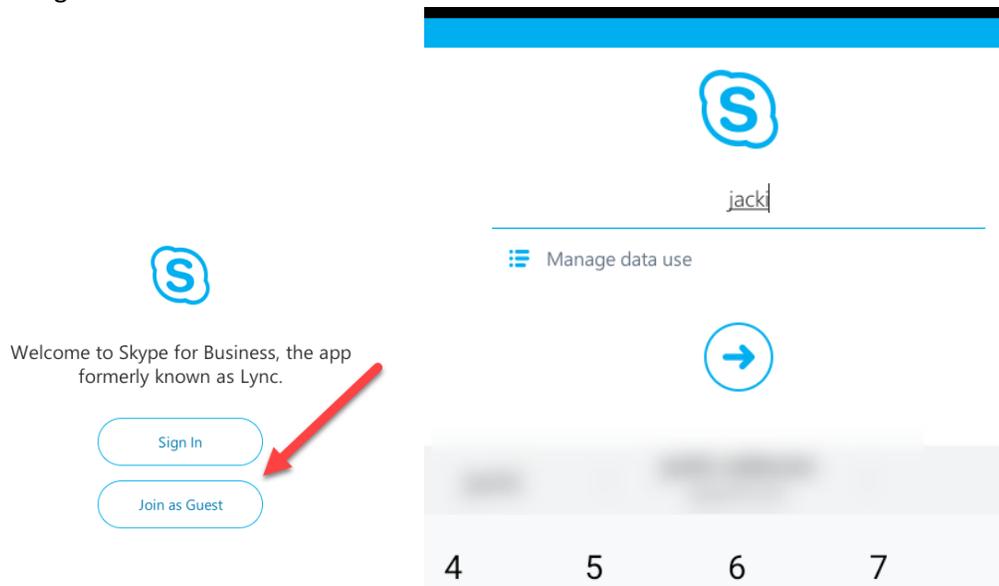


Organization sign-in address

 Advanced options

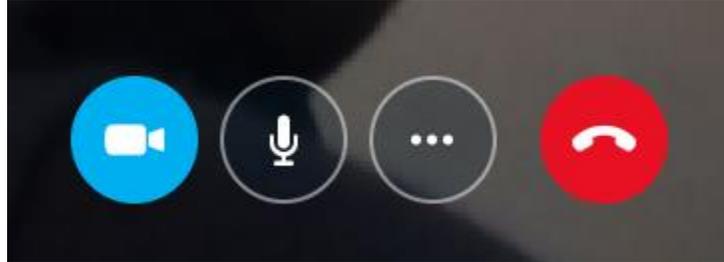


3. Once Skype is fully installed, back out of the app and go back to your email and click on the Join Skype Meeting Link again. This time it should launch Skype for Business and give you the option to join as guest.



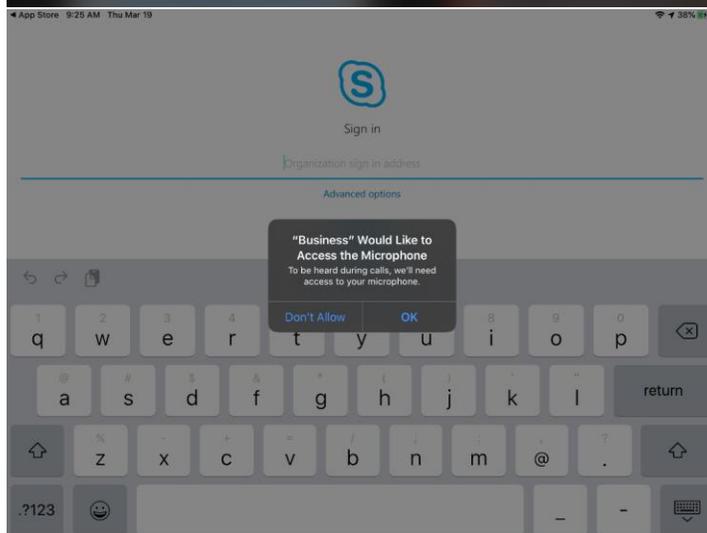
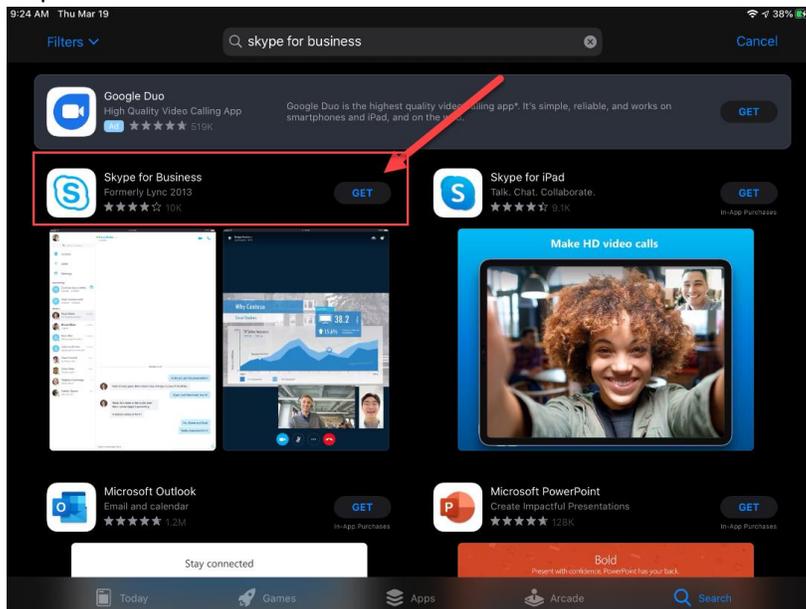
4. Enter your name and you will join the meeting. Once joined, press the microphone button to un-mute yourself and click the video icon to turn on your camera. To have the mic active and video on, the mic icon should be not be blue, and the camera should be blue.

Mic unmuted, video on:

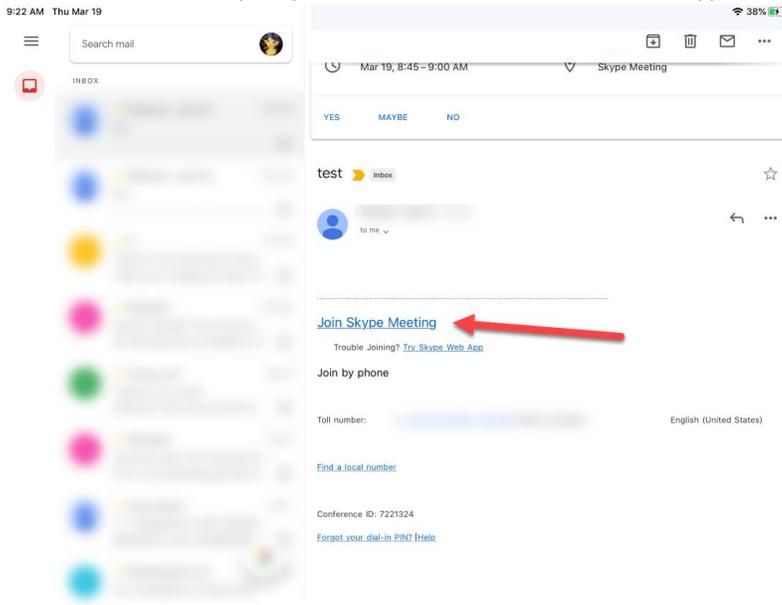


Apple iPad/iPhone

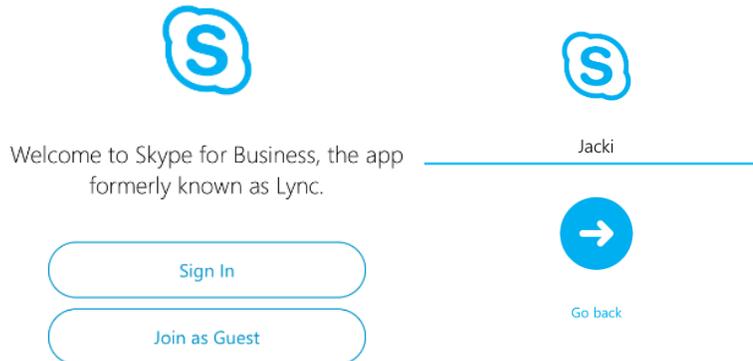
1. Open the App Store and search for and install Skype for Business. Allow all permissions it requests.



2. After it is installed, open your email and click on the Join Skype Meeting link.



3. Click Join as Guest, and then enter your name



4. Once joined, press the microphone button to un-mute yourself and click the video icon to turn on your camera. To have the mic active and video on, the mic icon should not be blue, and the camera should be blue.

Mic unmuted, video on:

