

# Skype for Business online Meeting

To join the Skype for Business online meeting please follow the below steps.

1. Click on “**Join Skype Meeting**”. You can find this in the email, if you have accepted the invitation then you can also find it in your calendar.

 → [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

## Join by phone

[+32 2 224 0609](#) (Brussels)

English (United Kingdom)

[Find a local number](#)

Conference ID: 765683

[Forgot your dial-in PIN?](#) | [Help](#)

2. After clicking on “**Join Skype Meeting**” you will be redirected to a new page and you will need to do the following:
  - a. Type your name
  - b. Check “**Install Skype for Business Web App plug-in**”.
  - c. Click on “**Join the meeting**”.

## Skype for Business Web App

**A**

Guest, type your name below



**B**

Remember me

Install Skype for Business Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

With the plug-in, you can present your screen in the meeting. You can't participate in video of the meeting or join meeting audio from your computer.

**C**

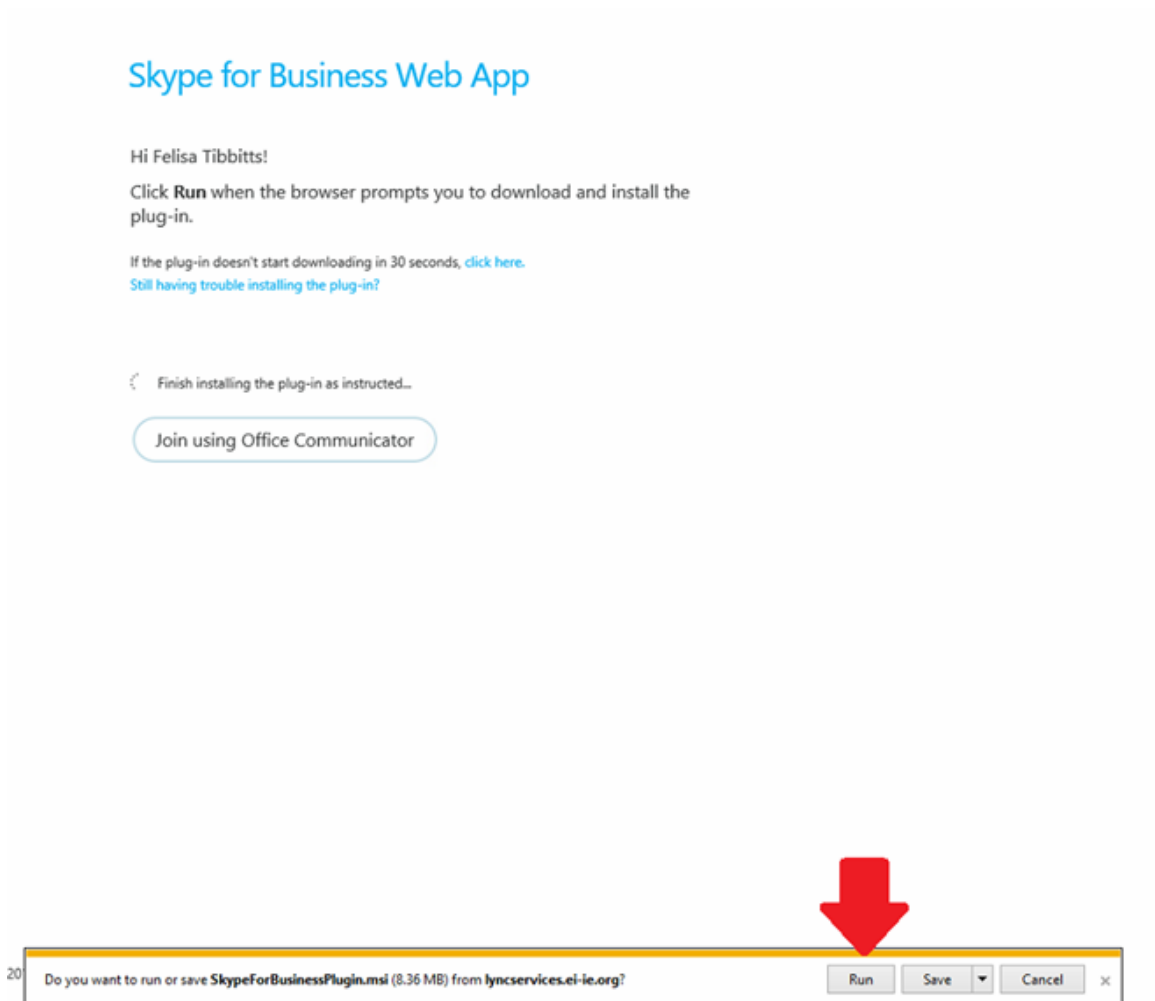


Join the meeting

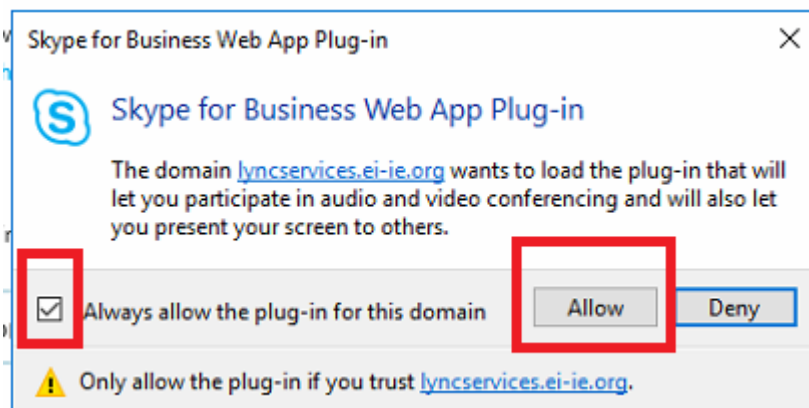
Sign in if you are from the organizer's company

Join using Office Communicator

3. Once you join the meeting you will be asked to install a small plugin all you need is to click **“Run”** as it is shown in the below snapshot.



4. After running the plug-in you will see a small window pop up asking for permission to allow the plug-in.
  - a. Check **“Always allow the plug-in”**.
  - b. Click on **“Allow”**.



After completing step No 4 you will join the meeting. When you join the meeting your Mic will be mute by default (see below snapshot). Please click the **“Mic”** button to unmute your mic.



To open the chat box, click on the white IM Button on the left bottom corner.



If you do not have access to the internet to join the meeting then you can also join the Skype online meeting by dialling the number you have received in invitation.

---

## → [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

### Join by phone

[+32 2 224 0609](#) (Brussels)

English (United Kingdom)

[Find a local number](#)

Conference ID: 765683

[Forgot your dial-in PIN?](#) | [Help](#)

---