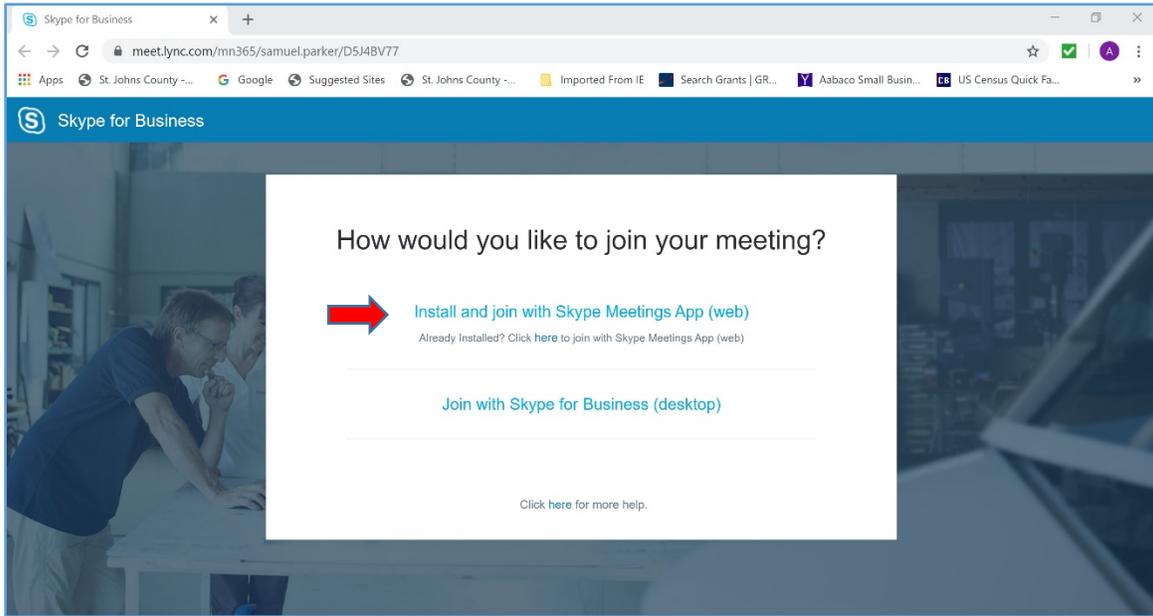# Skype Meeting App (web) Instructions

Step 1: Click on the meeting link in the invitation email. Skype will ask how you want to join the meeting. If you do not have Skype for Business, you will need to install the Skype Meetings App (web). On your computer click on Install and join with Skype Meetings App (web).


Step 2: After clicking on Install and join with Skype Meetings App (web), your computer will begin the installation process. When prompted, choose a location to save the Installer file (such as in your "Downloads" folder on your PC), and in the popup box that appears, click on the Open Skype Meetings App button.
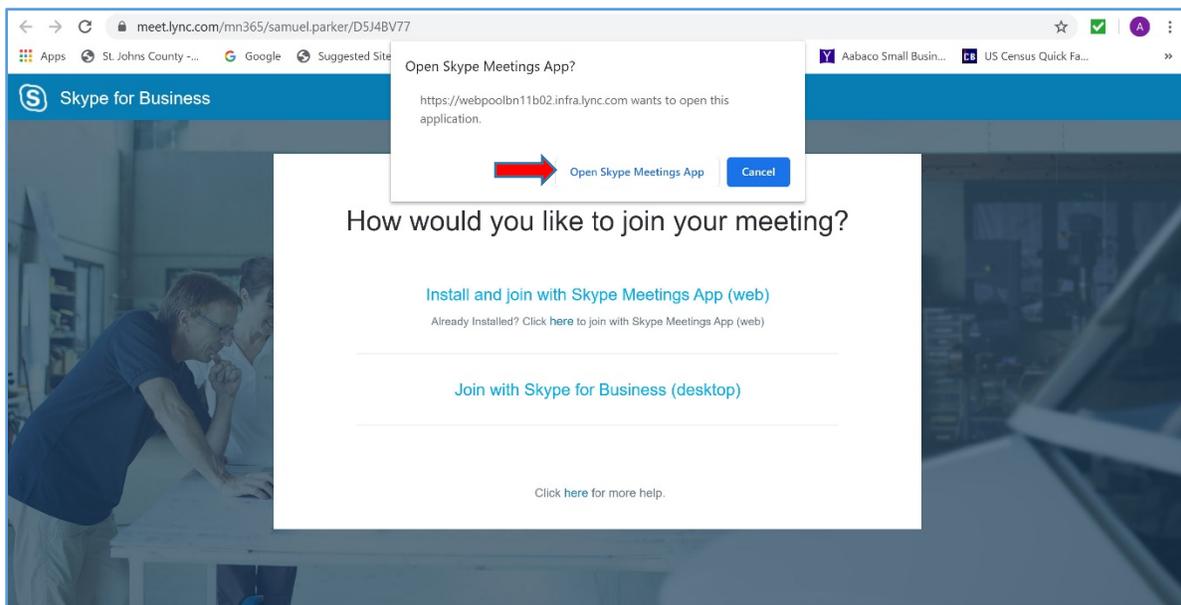
Step 3: After clicking on the Open Skype Meetings App (web) button, you will be asked to provide your name. Enter your name in the box where prompted and click the Join button.
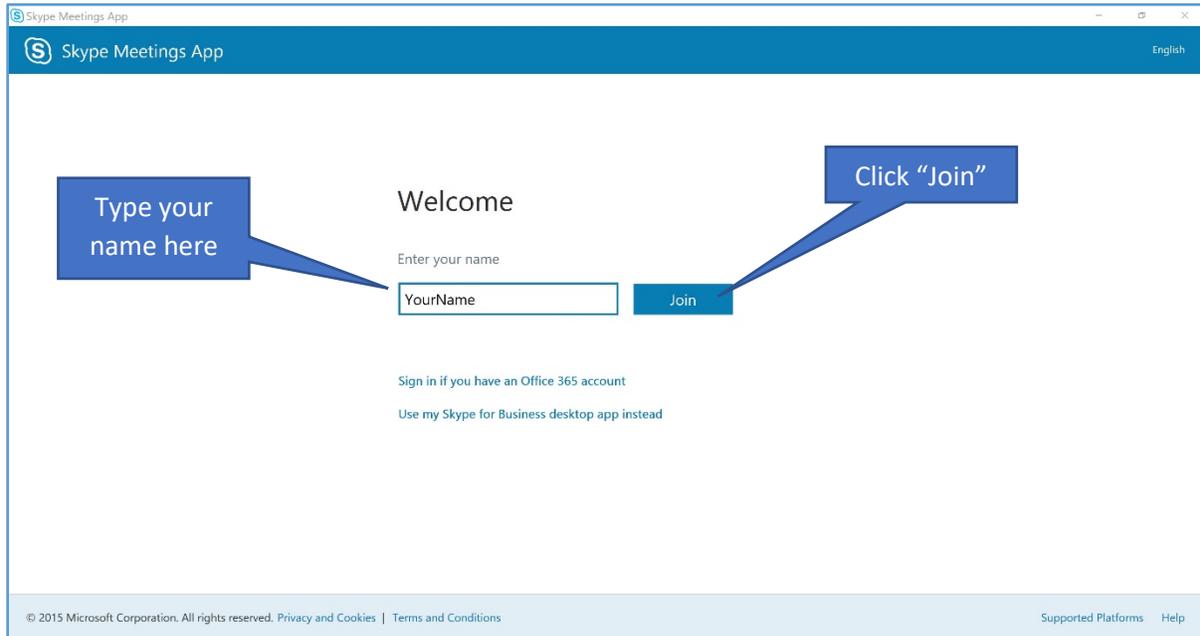

Step 4: After you click Join, you will see the Skype meeting box pop up, showing you in the meeting as a Guest, with your name above it. If you wish to call in for the Audio, click the Switch audio to my phone button inside the yellow dialogue box.
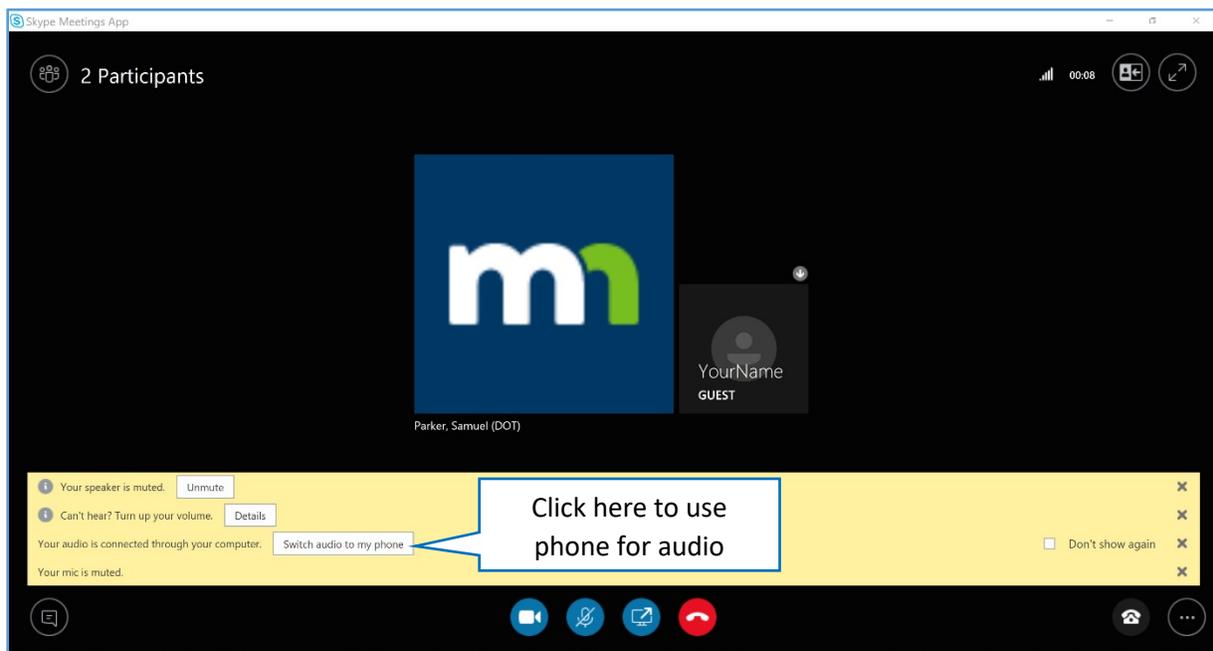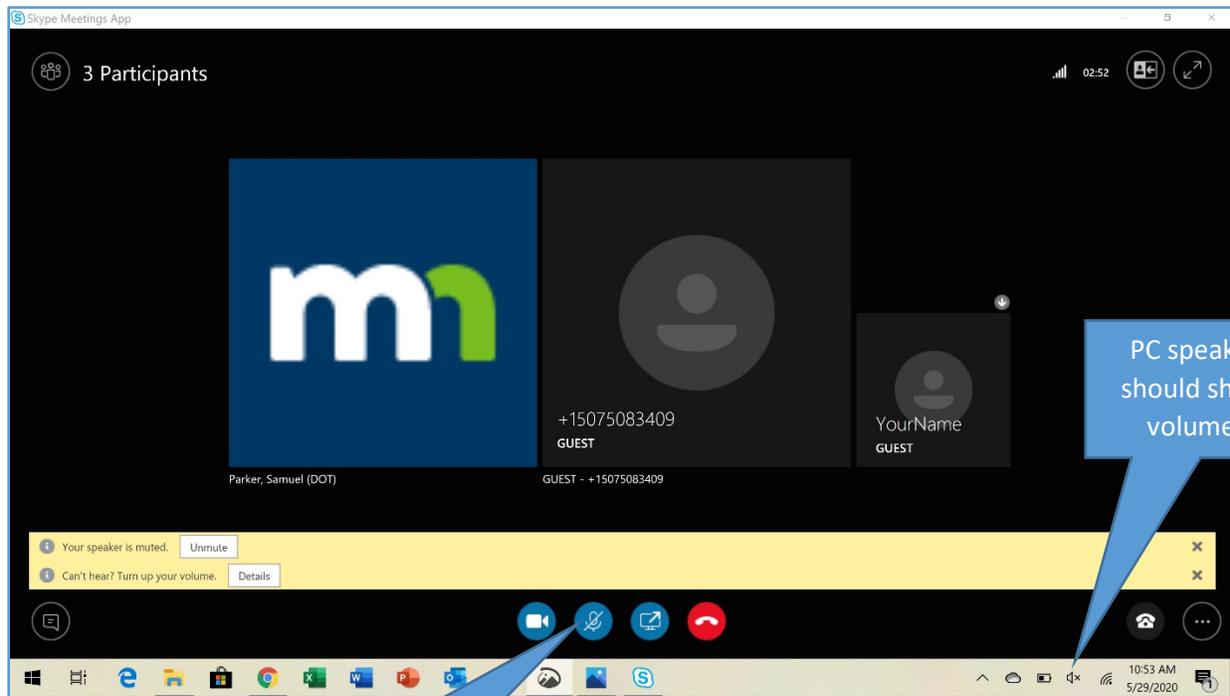
Step 5: After you click on the Switch audio to my phone button in the previous step, you will see a dialog box that allows you to click on the Connect button to connect by phone for audio. Click on the button to join audio with your phone and go to the next step.
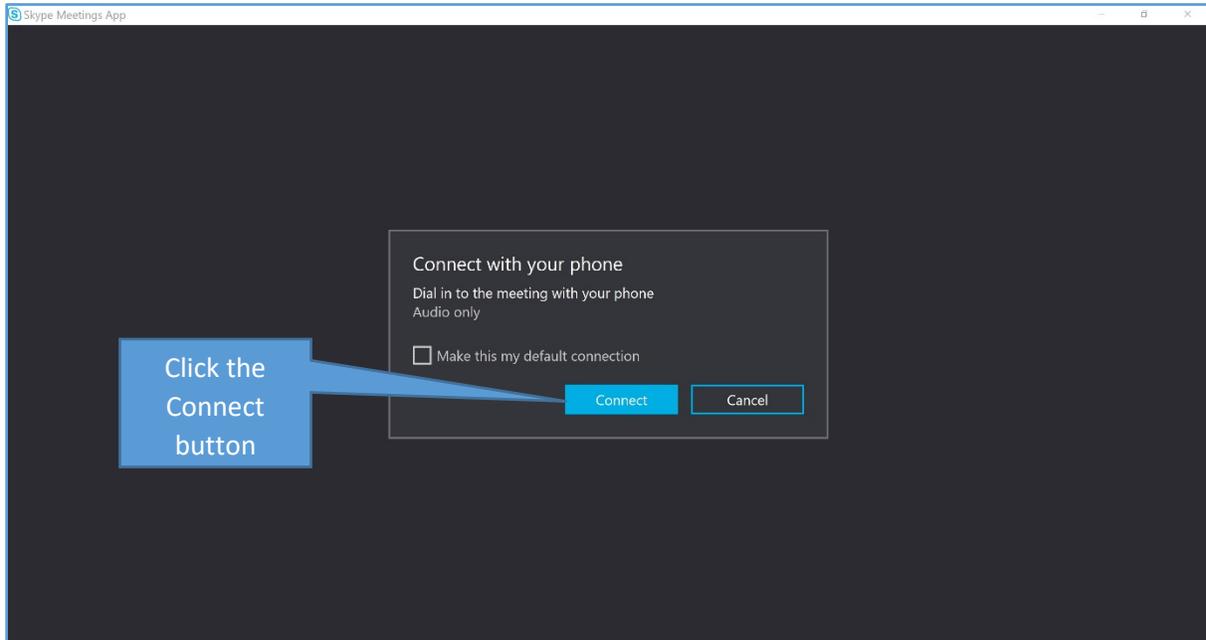
Step 6: After clicking on the Connect button, you will see the dial in phone number and the Conference ID number. Dial the number shown on your screen, and when prompted on the phone, enter in the Conference ID number. After you are connected, click the small "x" in the upper right corner of the dialogue box.
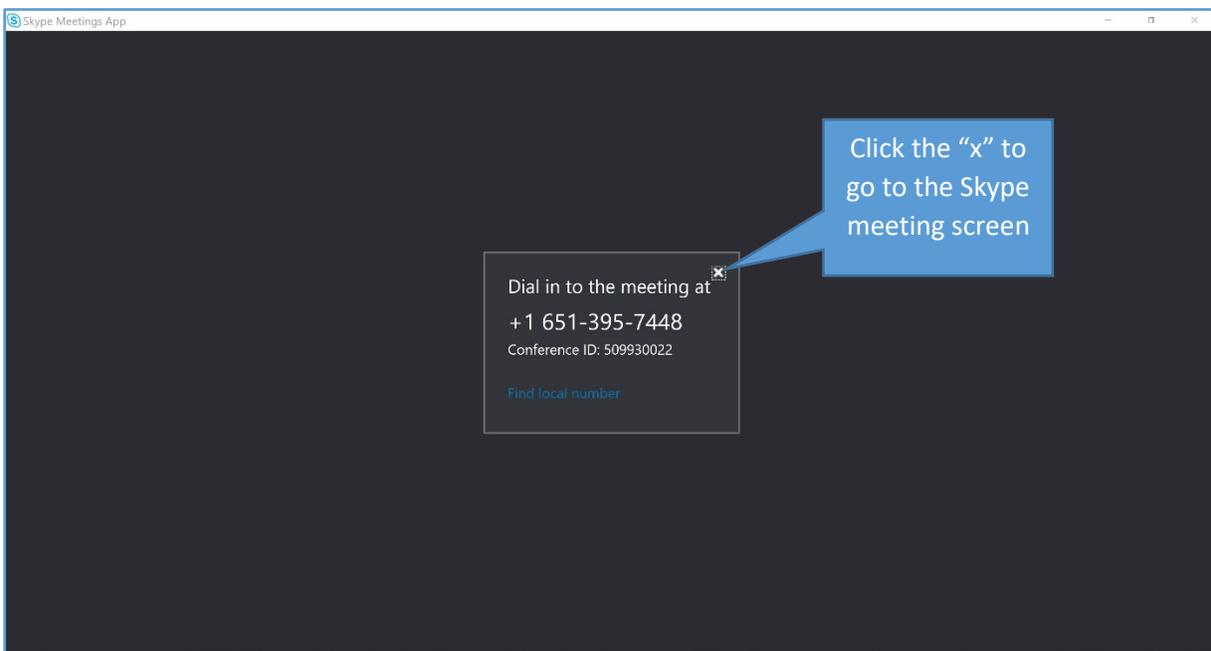
Step 7: After closing the Dial-in dialogue box, you should arrive at the Skype meeting screen. You will see two boxes in the meeting room that are yours. One will show your name, and the other will show the phone number from which you called for audio. Set your PC volume to zero and mute your microphone to prevent feedback and echoing during the meeting.