

## Joining a Skype for Business Meeting

When you receive a meeting invitation containing

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### → [Join Skype Meeting](#)

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

then the meeting has been setup using Skype for Business (which is different from Skype). You do not need to have the Skype for Business app installed on your computer to join this meeting. But if this is the first time you have ever joined a meeting setup in Skype for Business, you may need to download and install a small browser add-on (similar to other virtual meeting platforms).

To join the virtual meeting, click on the *Join Skype Meeting* link.

If you have the Skype for Business app installed on your computer, the meeting will come up in there.

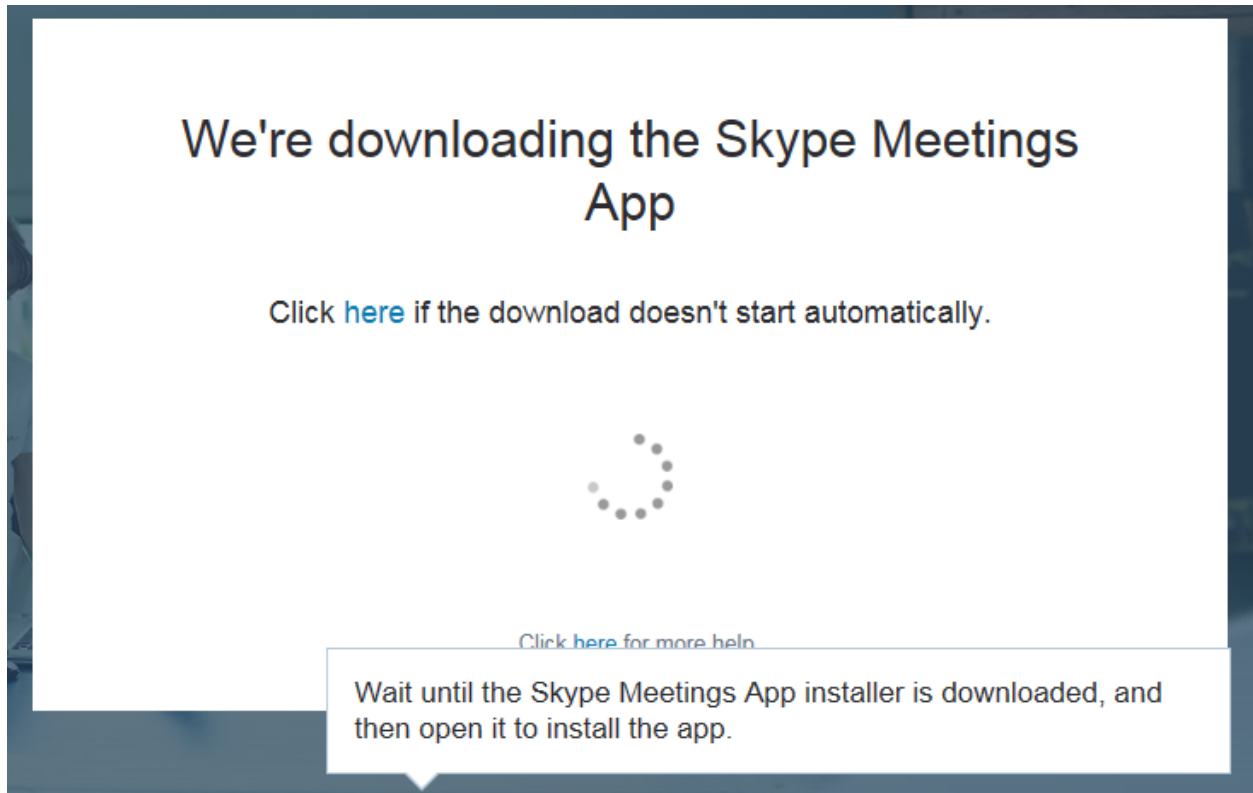
If you do not have the Skype for Business app installed on your computer, following are instructions for:

- If [Internet Explorer is your default browser and you have never joined a Skype for Business meeting before](#)
- If [Internet Explorer is your default browser and you have joined a Skype for Business meeting before](#)
- If [Chrome is your default browser and you have never joined a Skype for Business meeting before](#)
- If [Chrome is your default browser and you have joined a Skype for Business meeting before](#)

If you are using a Mac computer, join the meeting using Chrome instead of Safari.

**IF INTERNET EXPLORER OR EDGE IS YOUR DEFAULT BROWSER:**

If you do not have the Skype for Business app installed and this is the first time you have joined a Skype for Business meeting, a browser window will open with:



What you see next will depend on how your computer is setup. But you should see something that invites you to run or save the plug-in:



Choose the option that you would normally choose when installing something on your computer. If you are not sure, check with your IT Help Desk. But, one approach is to click on *Save*. Then you may see



Then click on *Run*.

After the plug-in has been installed, you will see

# Welcome

Enter your name

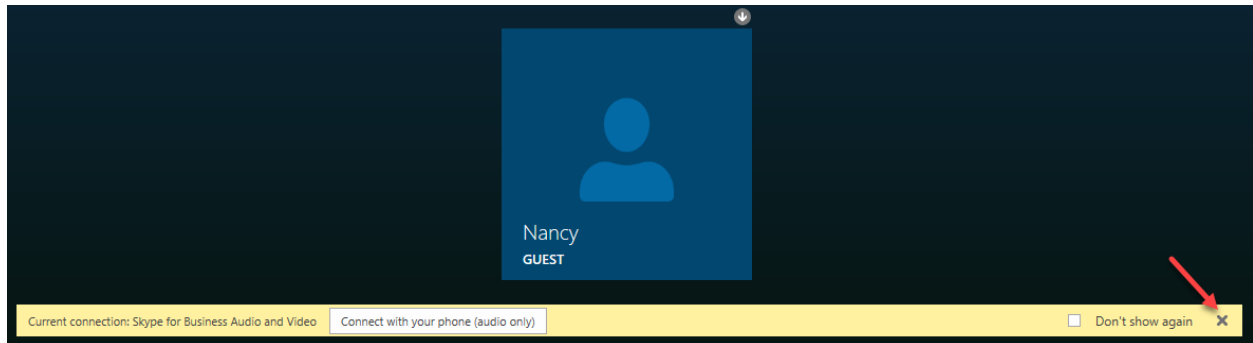
Join

[Sign in if you have an Office 365 account](#)

[Use my Skype for Business desktop app instead](#)

Enter your name in the box and click on *Join*

You will then join the meeting:



Click on the X at the right of the yellow bar. Note that when you join the meeting your mic is automatically muted.

**If you do not have the Skype for Business app but you have joined meetings before,** then you will not need to download the plug-in again; you will go directly to the *Welcome* screen. Enter your name and click on *Join* and you will join the meeting.

**IF CHROME IS YOUR DEFAULT BROWSER:**

If you do not have the Skype for Business app installed and this is the first time you have joined a Skype for Business meeting, a browser window will open with:

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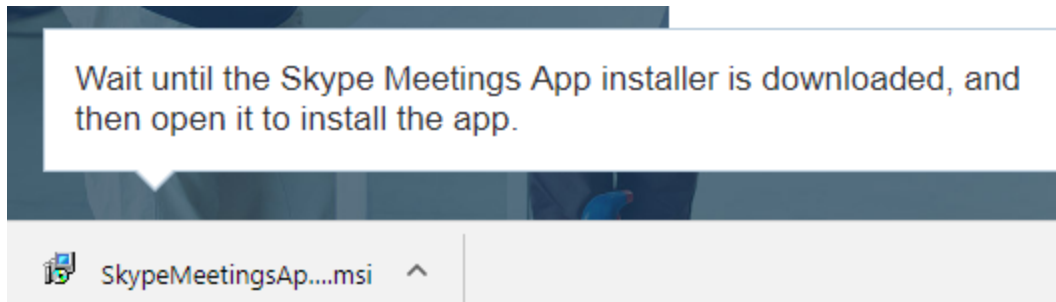
## How would you like to join your meeting?

[Install and join with Skype Meetings App \(web\)](#)

[Join with Skype for Business \(desktop\)](#)

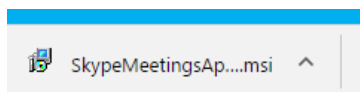
Click on *Install and join with Skype Meetings App (web)*.

You will then see

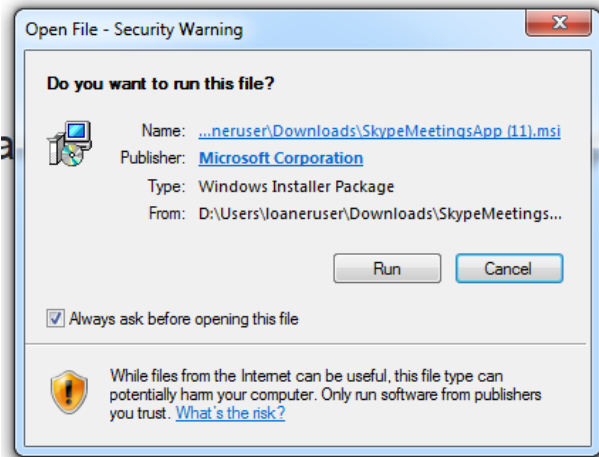


Click on *Skype Meeting App plug-in*.

The plug-in will then download. When that has completed, on the bottom left of your browser window you will see



Click on this. You will then see



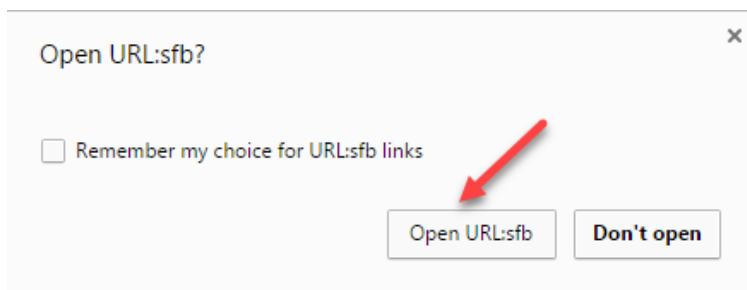
Click on *Run*.

When the dialog box disappears, you will see

Have you finished installing the app?

Join the meeting

Click on *Join the meeting*. When the following pop-up appears,



click on *Open URL:sfb*.

You will see

# Welcome

Enter your name

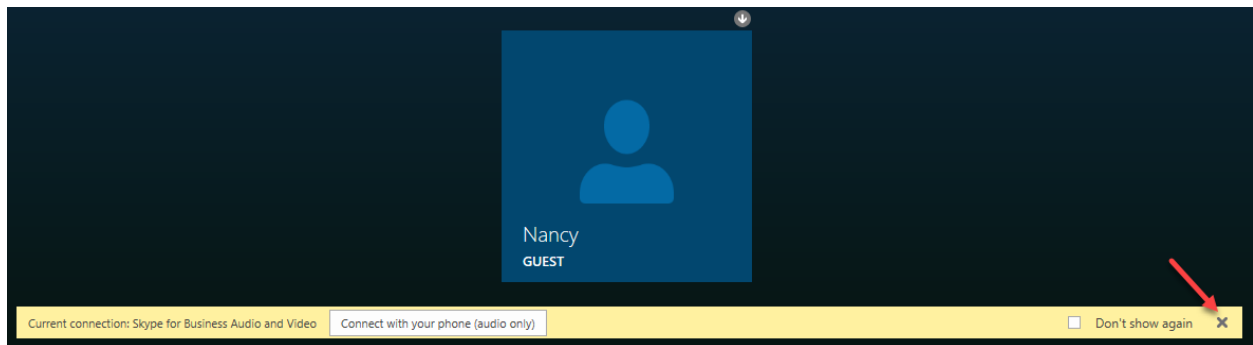
Join

[Sign in if you have an Office 365 account](#)

[Use my Skype for Business desktop app instead](#)

Enter your name in the box and click on *Join*

You will then join the meeting:



Click on the X at the right of the yellow bar. Note that when you join the meeting your mic is automatically muted.

**If you do not have the Skype for Business app but you have joined meetings before,** then you will not need to download the plug-in again; you will need to

- Click on *OpenURLsfb*
- Enter your Name
- Click on *Join*