



SKYPE FOR BUSINESS

Skype for Business offers multiple ways for participants to connect to the audio during a meeting, call or event.

- Use the Skype for Business computer audio – direct from your computer or tablet
- Connect via teleconference from your phone

Joining Skype for Business Audio

To join using your telephone

To connect with your telephone instead of the computer, there are multiple options of connecting:

Dial into the Conference Call – use this function if you do not plan on logging on from your computer or tablet, and want to just hear the audio of the Skype for Business meeting.

1. In the outlook invitation – under Join by Phone dial into the conference number listed
2. When prompted – enter the conference ID followed by #
3. When asked for a PIN – if you weren't provided with a PIN in the meeting invitation – do nothing and you will be connected to the call.

Use your computer video and dial in to the conference audio – use this function if you tend to have difficulties with your computer audio.

1. Click the Join Skype Meeting, or Try Skype Web App in your meeting invitation.
2. When prompted for audio, select Don't join audio
3. Use your telephone and follow above instructions for dialing into the conference call.

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

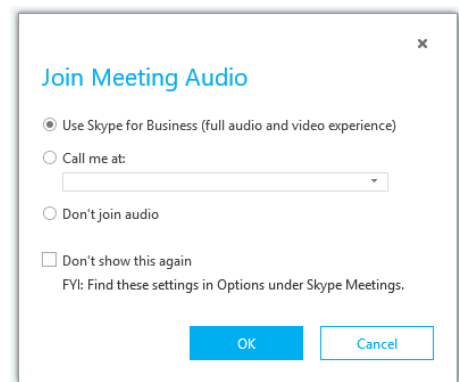
[\[PHSA\] 604-675-4199](#) (PHSA)

English (United States)

[Find a local number](#)

Conference ID: 56299133

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





To join using your computer:

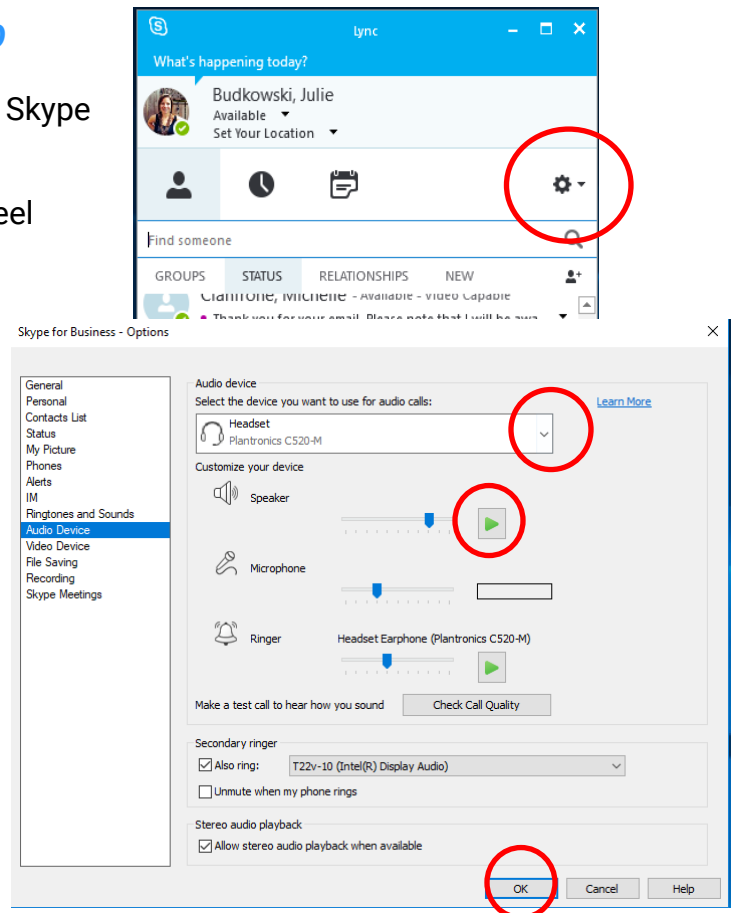
Follow these steps to join the conference with your computer headset.

1. Click the Join Skype Meeting or Try Skype Web App
2. Click Use Skype for Business (full audio and video experience)
3. Skype for Business should automatically connect to your default audio device set up.

Skype for Business Headset Set Up

To change the audio and video output on your Skype for Business.

1. Open your settings by selecting the wheel icon.
2. Go to Audio Device set up
 - From the drop down – select the preferred headset to use. **Note:** this could be the headset built into your laptop, one that you have plugged in, or if you have a headset built into the monitor it may select this device.
 - You can test your microphone and speaker with the arrow button once the headset is selected
3. Once you are happy with the selection, hit OK.
4. To adjust video device – follow the same steps on the video tab.



For more information on troubleshooting your Skype for Business Audio– visit <https://support.office.com/en-us/article/Set-Audio-Device-options-in-Skype-for-Business-2533d929-9814-4349-8ae4-fca29246e2ff> for videos and how to.