



SKYPE FOR BUSINESS

Join a meeting using Skype for Business Web App

Here are the basic steps to join a Skype for Business meeting with Skype for Business Web App.

1. Open the meeting request in your email or calendar, and select **Try Skype Web App**.

Skype for Business Web App

Guest, type your name below

Ruby Luffman

Remember me

Install Skype for Business Web App plug-in

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

Join the meeting

Sign in if you are from the organizer's company

2. On the Skype for Business Web App sign-in page, enter your name, and select **Join the meeting**.
3. Follow your browser's instructions for installing the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing.
4. Depending on the meeting options set by the organizer, you'll either join the meeting immediately, or be directed to the virtual lobby.

If you're in the lobby, the meeting organizer and other presenters are immediately notified that you're waiting.

For more trouble shooting for Skype for Business – Visit [Microsoft Office Support and How To](#) for videos and further trouble shooting.

Instructions from Microsoft: <https://support.office.com/en-us/article/join-a-skype-for-business-meeting-with-skype-meetings-app-skype-for-business-web-app-4828ad18-ed21-422a-a870-94d676d4b72a#Version=Skype-for-Business-Web-App>