

Joining a Skype for Business Meeting

When you receive a meeting invitation containing

→ [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 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:

Skype Meetings App

To join the meeting using the Skype Meetings App:

- 1 Download and install the [Skype Meetings App plug-in](#) 
- 2 After installation, click on [Join the meeting](#)
- 3 Skype Meetings App will open in a new window

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

[Join using Skype for Business client or Lync client](#)

Click on *Skype Meeting App plug-in*.

What you see next will depend on the browser you use and 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.

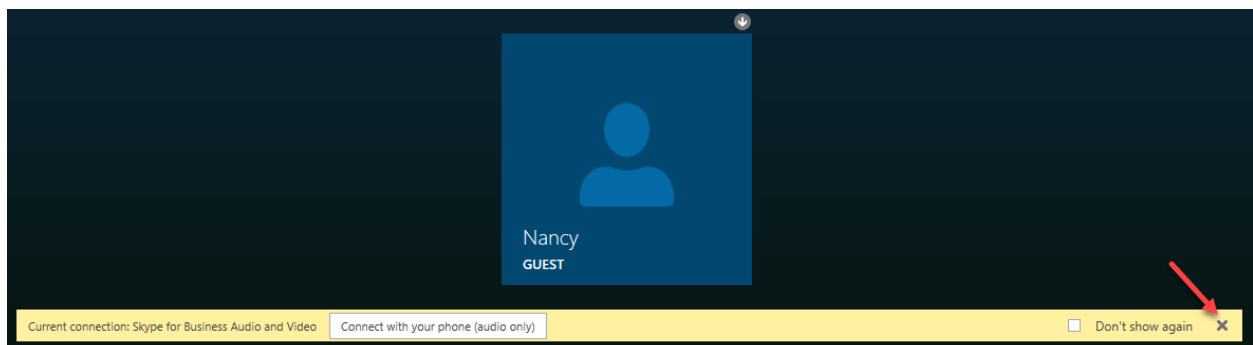
After the plug-in has been installed, click on *Join the meeting*. You will see

Join the meeting

Enter your name to join

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 *Join the Meeting* screen.

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:

Skype for Business

Have you successfully joined the meeting? Feel free to close this page.

OR

[Join Using Skype for Business Web App instead](#)

Click on *Join Using Skype for Business Web App instead*.

You will then see

Skype Meetings App

To join the meeting using the Skype Meetings App:

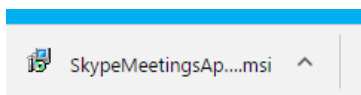
- 1 Download and install the [Skype Meetings App plug-in](#)
- 2 After installation, click on [Join the meeting](#)
- 3 Skype Meetings App will open in a new window

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

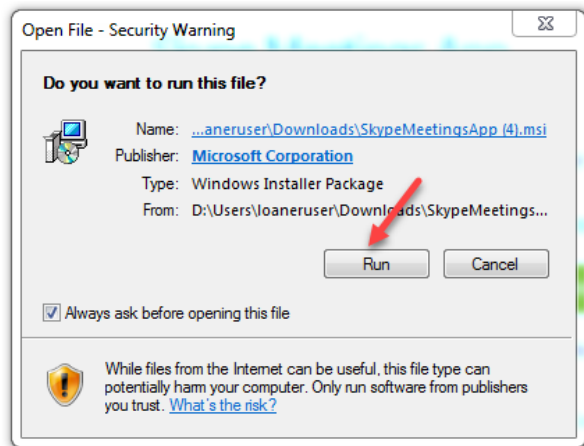
[Join using Skype for Business client or Lync client](#)

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

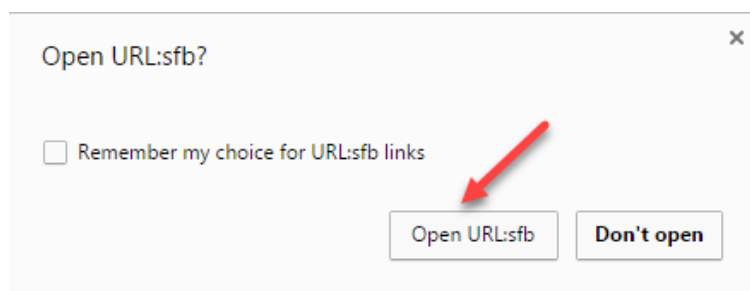


Click on this. You will then see



Click on *Run*.

When the dialog box disappears, click on *Join the meeting*. When the following pop-up appears,



click on *Open URL:sfb*.

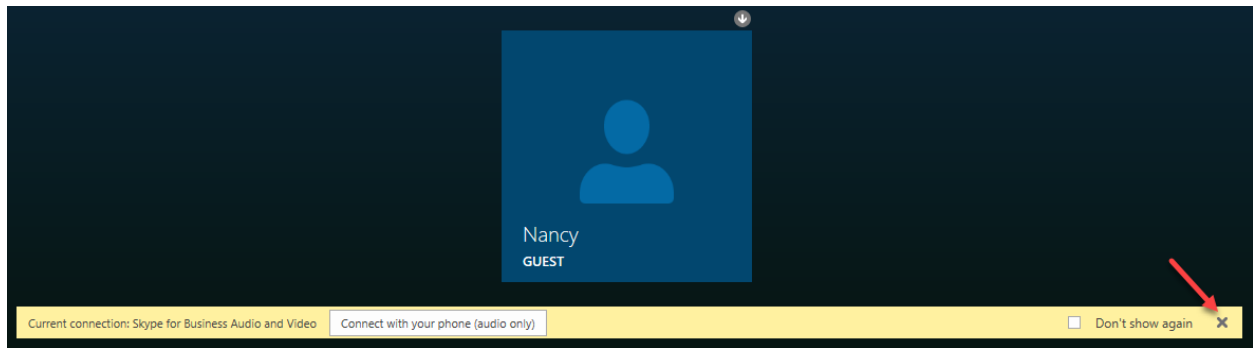
You will see

Join the meeting

Enter your name to join

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. But you will need to follow all the other steps:

Click on [Join Using Skype for Business Web App instead](#)

Click on [Join the meeting](#)

Click on [Open URLsfb](#)

Enter your name

Click on [Join](#)