

Skype for Business Web App

If you don't have the desktop version of Skype for Business, or don't have a Skype for Business account, you can use Skype for Business Web App to join a Skype Meeting from your browser.

In order to use the Skype for Business Web App, you must be invited to a Skype for Business meeting (usually by someone with a full version of Skype for Business).

Important: You don't need to download or install any apps to join a Skype Meeting with Skype for Business Web App. Just select the link in the meeting request email and follow the instructions in the browser window to join.

If you have any trouble installing the Skype for Business Web App plug-in, please visit the troubleshooting steps [here](#).

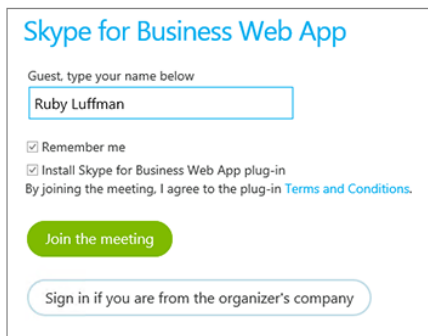
For details on supported platforms click [here](#).

Join the meeting

Here are the basic steps to join a Skype Meeting from Skype for Business Web App:

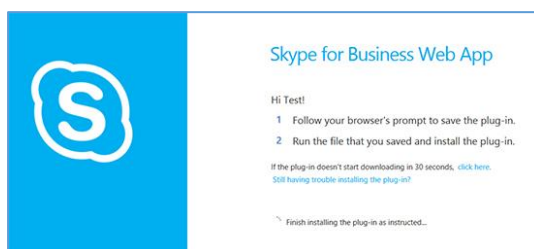
1. Open the meeting request in your email or calendar and select **Join Skype Meeting**.
2. Enter your name and organisation (in brackets) on the sign-in screen and select **Join the meeting**.

If you have Skype for Business already installed it will take you straight into the meeting.



The screenshot shows the 'Skype for Business Web App' sign-in interface. At the top, it says 'Skype for Business Web App'. Below that, it prompts the user to 'Guest, type your name below' with a text input field containing 'Ruby Luffman'. There are two checked checkboxes: 'Remember me' and 'Install Skype for Business Web App plug-in'. Below the checkboxes, it says 'By joining the meeting, I agree to the plug-in Terms and Conditions.' There is a green 'Join the meeting' button and a 'Sign in if you are from the organizer's company' button.

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.



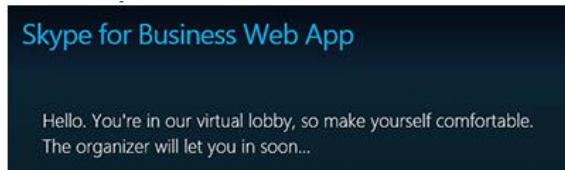
For example, in Internet Explorer, select **Run** when you see the alert at the bottom of the browser window.

In the Skype for Business Web App plug-in security alert, select **Allow**.

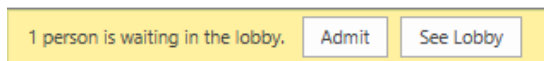
If a Windows Firewall security alert appears, it's OK to select **Cancel** if you have administrator privileges on your computer. This won't affect your meeting.

Important: The Skype for Business Web App plug-in is required for audio, video, and screen sharing, so you should install it even if you plan to call in to the meeting by phone. You only need to install it once.

4. Depending on the meeting options set by the organiser, you'll either join the meeting immediately, or be directed to the virtual lobby.



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



Explore the Skype for Business Web App meeting room

Once in the meeting room you can manage all aspects of your meeting experience from the main Skype for Business Web App window. Please note that some aspects may have been disabled by the organiser.



A – Show participant list

B – Choose meeting view (this changes where the speaker icon/video is displayed)

C – Show IM window

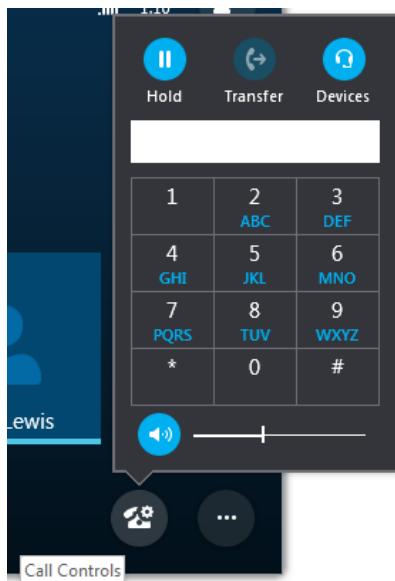
D – Start or stop video, mute audio and present content

E – Disconnect from audio

F – Audio and device options

G – Set meeting options or exit meeting

For more information on these options please see [here](#).



If you cannot hear the call, please make sure that your speakers are turned on. You may also need to click on the call controls button (button F) which will allow you to adjust the volume.

Please follow <https://support.office.com/en-gb/skype-for-business> if you need any further help

Please note: Your meeting organiser may offer different content for you to view in the main window during the session. To see other content click between the tabs found at the bottom of the screen.

