



# Joining a Skype for Business Meeting

This guide will take you through how to join a Skype for Business meeting with your tutor.

## How to join

1. You will receive an invite from your tutor in your **email inbox**.

The screenshot shows a calendar event titled "Remote Learning Workshop" for Monday, March 16, 2020, from 9am to 11am GMT. The location is "Skype Meeting" and the organizer is "Andy Tyrer\*". Below the event details are buttons for "Yes", "Maybe", "No", and "More options". The email body contains the text: "Hi Andy", "Please can you join the Skype for Business meeting by click on the [Try Skype Web App](#) link below.", a "Join Skype Meeting" link, "Trouble Joining? [Try Skype Web App](#)", and a "Help" link.

2. Click on the link **Join Skype Meeting**.

The screenshot shows a blue underlined link "Join Skype Meeting" with the text "Trouble Joining? [Try Skype Web App](#)" below it.

3. You now be asked for how you would like to join your meeting.

The screenshot shows a dialog box titled "How would you like to join your meeting?". It has two main options: "Install and join with Skype Meetings App (web)" and "Join with Skype for Business (desktop)". Below the first option is the text "Already Installed? Click [here](#) to join with Skype Meetings App (web)". At the bottom, there is a link "Click [here](#) for more help."

If you **already have Skype for Business** installed on your device, jump to step 9.

If you **do not have Skype for Business** installed on your computer, follow the next 5 steps of this guide.

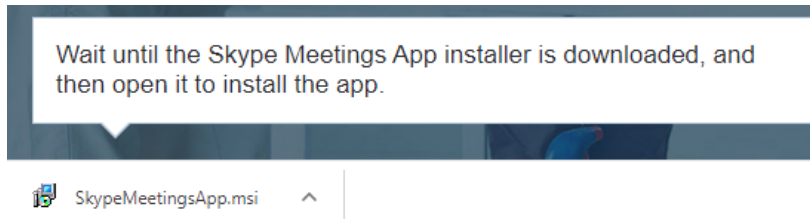


## Joining a Skype for Business Meeting

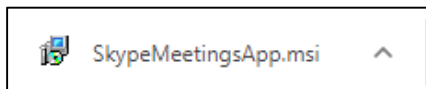
4. Select the following option:

### Install and Join with Skype Meeting App (Web).

5. The software will download on your device for you to install.

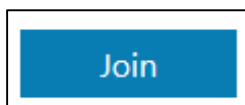


6. Double click on the software once downloaded to install it:



7. The meeting window will now open where you will be prompted to enter your name:

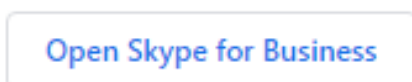
8. Once you have done this, click on the Join button and your meeting will begin:



**9. If you have Skype for Business installed on your computer, select:**

### Join with Skype for Business (Desktop)

10. Click on the link when prompted to **Open Skype for Business**:



11. Skype for Business and the meeting will now load.