

# How to participate to a Skype for Business meeting via Windows OS (students as guests)

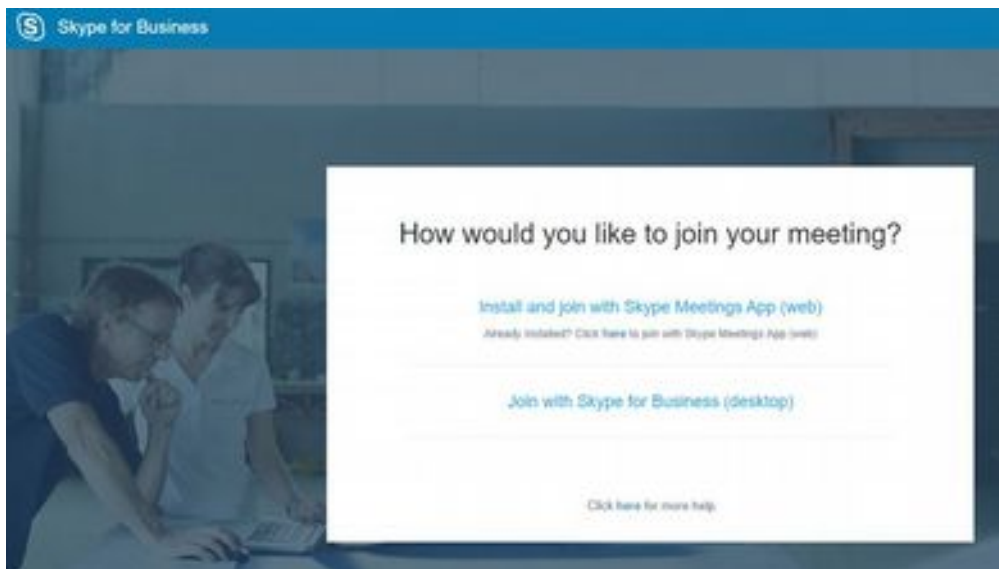
## 1. Introduction

We will describe how to participate to a programmed Skype for Business meeting using a computer, laptop or tablet running Windows OS. Use of headphones is recommended for a better listening quality. Please note that plain Skype app cannot be used to join these University meetings. Moreover, use of the Skype for Business app for mobiles is recommended as more agile.

## 2. Installing the Skype for Business WebApp (once only)

Links to meetings will be made available on the e-class platform or on your Department website, depending on the chosen policy of each Dept. Paste the meeting link, even the first time, into your browser.

First time you connect, you will be shown the screen below. Select the option **“Install and join with Skype Meetings App (web)”**.



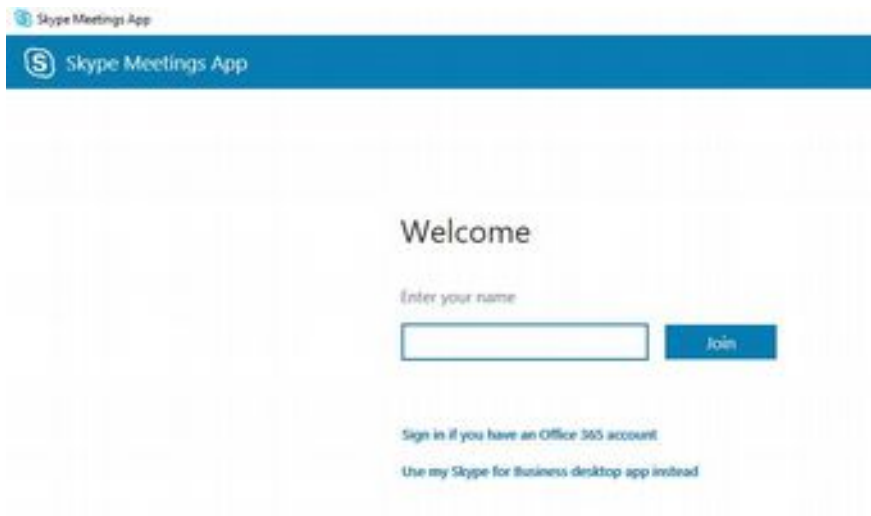
The web app SkypeMeetingsApp.msi will be downloaded and automatically installed. When the installation will be complete, the message “All set! Your meeting will open in a new Skype Meetings App window” will appear. This process is to be done once only.



You will participate to all meetings via the [standalone] Skype Meetings App you just installed.

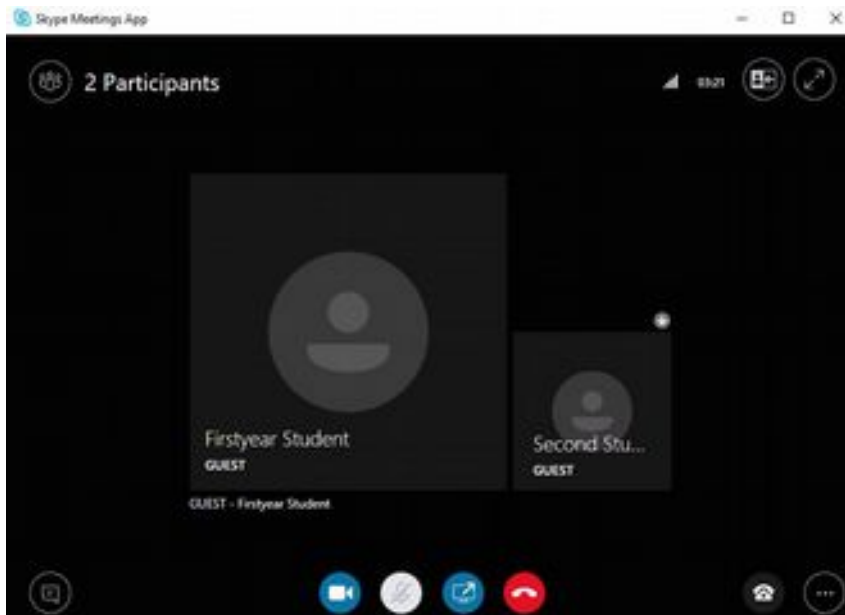
### 3. Participating to a meeting

In the first screen of the app, type your name and surname in the field "Enter your name", then select "Join".



Next screen is the video screen [similar to the picture below]. When the lecture starts, video will lit.

Each teacher will select how students will participate to the meeting (with or without video, voice, dm).



You can disconnect from the meeting by pressing the Hangup button.