

External Participants User Guide

Explore the Microsoft Skype Web App Meeting Room



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Participate in Online Meetings with Skype for Business Web App

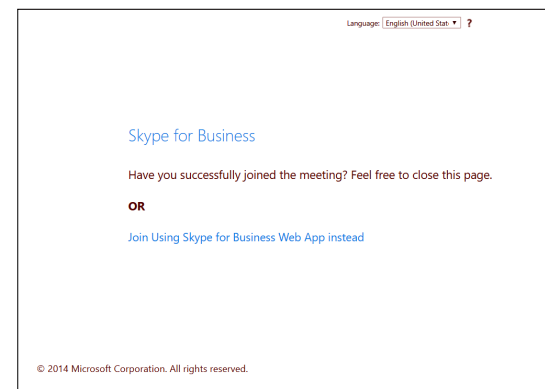
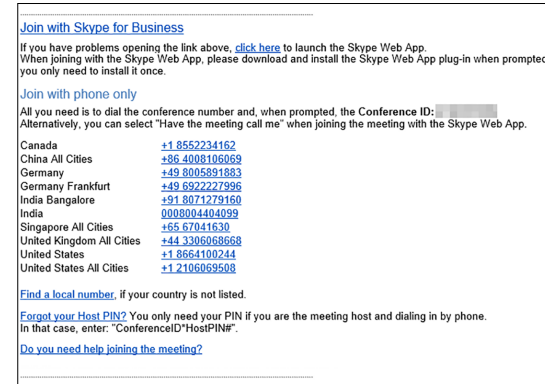
Skype for Business Web App is a free web-based tool that enables anyone who is not licensed for the full Skype for Business client to enjoy the full experience of a Skype meeting, including sending and receiving voice, video, viewing and presenting shared content, and screen sharing.

Check your meeting readiness

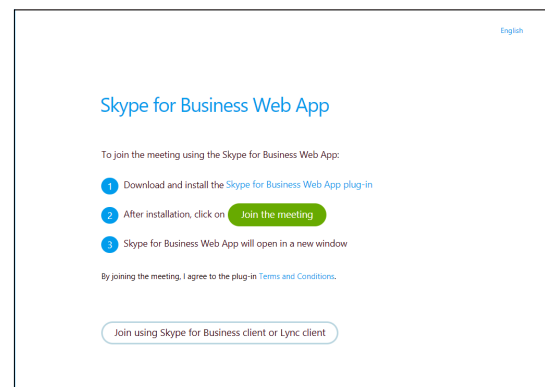
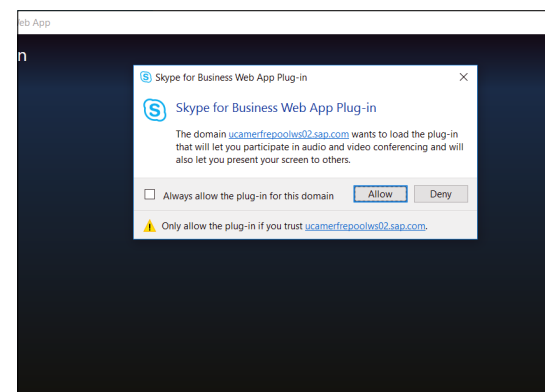
- ✓ To ensure rich audio quality and a great end user experience, a Microsoft Certified [headset](#) is preferred when using the Skype for Business Web App, but not required. Audio quality may be reduced if not used.
- ✓ Confirm with your IT if you are able to install the plug-in, which is required to join a Skype meeting. If so, click on [Join with Skype for Business](#) in the meeting invitation, 5 minutes before the meeting, and follow the prompts to install the plug-in.

Join a Meeting

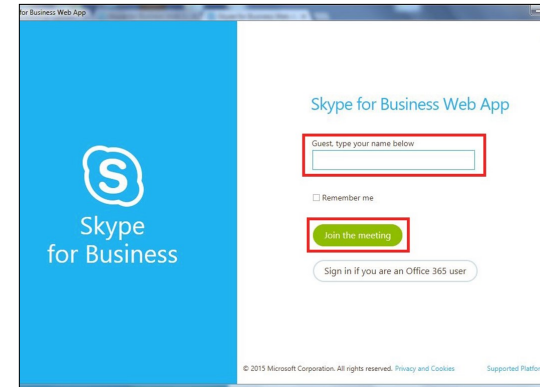
1. Open the meeting invitation in your Outlook calendar or your email inbox and click [Join with Skype for Business](#). Next, click [Join Using Skype for Business App](#) instead, as illustrated below.



2. Follow prompts to download and install the [Skype for Business Web App plug-in](#) and [Join the meeting](#). **Note:** Install the plug in even if you plan to call into the meeting by phone. [Trouble installing the plug-in?](#)

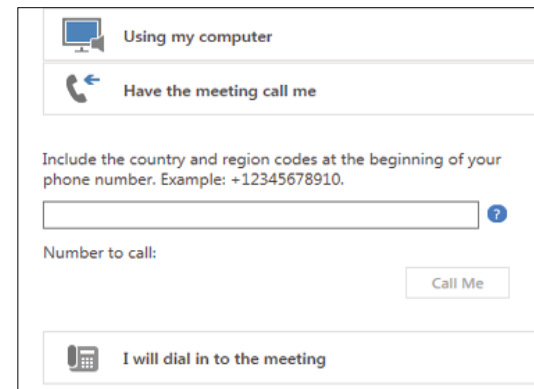


3. Enter name in field to sign in as a guest and click [Join the meeting](#).



Join Meeting Audio

Click, [Have the meeting call me](#) and enter your phone number, including the country and region codes. Alternatively, click [I will dial in to the meeting](#), using a telephone. **Note:** Mute audio, unless speaking, to avoid background disturbances during the call.



Send an Instant Message

During a Skype Meeting, click the icon to type an instant message (IM). Your message will be delivered to all the meeting participants. Skype Web App IMs cannot be used send files or images (except emoticons) to meeting participants.

Share Content

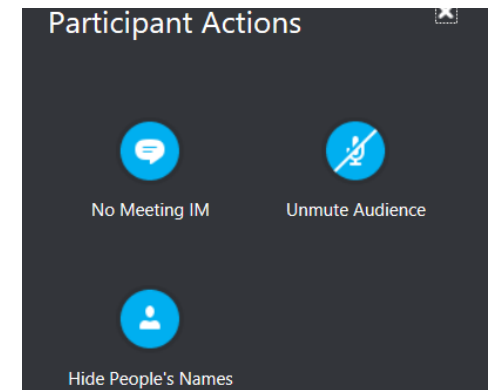
Presenters point to the icon, to share [desktop](#), [programs](#), [PowerPoint presentations](#), [whiteboards](#), or [polls](#). Click [Add Attachments](#) to browse and [attachment](#) files.

Add Video

Click on the icon to preview your own video, then click [start video](#).

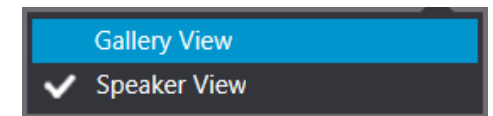
Manage Participants

Presenters can manage the meeting privileges of participants during the meeting. Select the icon. A list will display all presenters and attendees in separate groups. The [Participant Actions](#) button will display the meeting privileges of participants during the meeting.



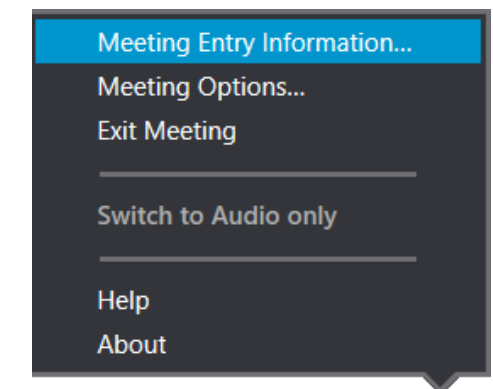
Layout Options

Select the [Pick a Layout](#) button to choose from Gallery View or Speaker View.



Meeting Options

Select the button on the lower right of the meeting room to change [Meeting Options](#) or retrieve [Meeting Entry Information](#).



Exit Meeting

To completely leave the meeting, select or close the window.