



Skype for Business Web App Online Meetings for Attendees



If you meet any of these conditions, you will use the Skype for Business Web App to join the meeting:

- You are a KU faculty, staff, or student and use a Mac.
- You are a KU faculty, staff, or student and use a PC, but you don't have Skype for Business installed.
- You are a non-KU or a KUMC meeting invitee.

- FAQs:
- **Do I need a web camera to attend?** You do not need a web camera to attend an online meeting. If you have a webcam, it only enables you to add your own video.
 - **Do I need a headset?** All you need to use the Skype for Business Web App is a speaker and microphone. Using a Mac laptop, you probably can use your computer's built-in audio or you could call the conference number and enter the conference ID to join audio by phone.
 - **What is the preferred browser?** Firefox or Internet Explorer.
 - **Can I record?** Only Skype for Business (PC) users who are "presenters" can record meetings.

How to join the meeting: ([See the other side of this handout for more tips.](#))

1. Go to the meeting request and select → **Join Skype Meeting**.
2. Your default web browser will launch. **TIP: For best results, use Internet Explorer or Firefox.**
3. Sign in by doing one of the following:
 - KU presenters: Sign in using **home\KU Online ID** and **password**.
 - Non-KU presenters: Sign in as a guest by selecting **Sign in as a guest to the meeting**. Type a **guest name** and select **Join the meeting**.
4. Install the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing. You only need to install it once. **IMPORTANT: Install the plug in even if you plan to call in to the meeting by phone. The plug-in is also required for video and screen sharing.**
 1. The plug in will automatically download. You will then need to open the downloaded file and follow your computer's instructions for installing the plug in.
 2. Once the file is installed, switch back to your browser. When prompted, select to **Trust, Allow, and Allow and Remember** the plug-in file.
 3. You should now be connected to the meeting. If you are signed in as a Guest, you may have to wait in the virtual lobby for a presenter to admit you to the meeting.

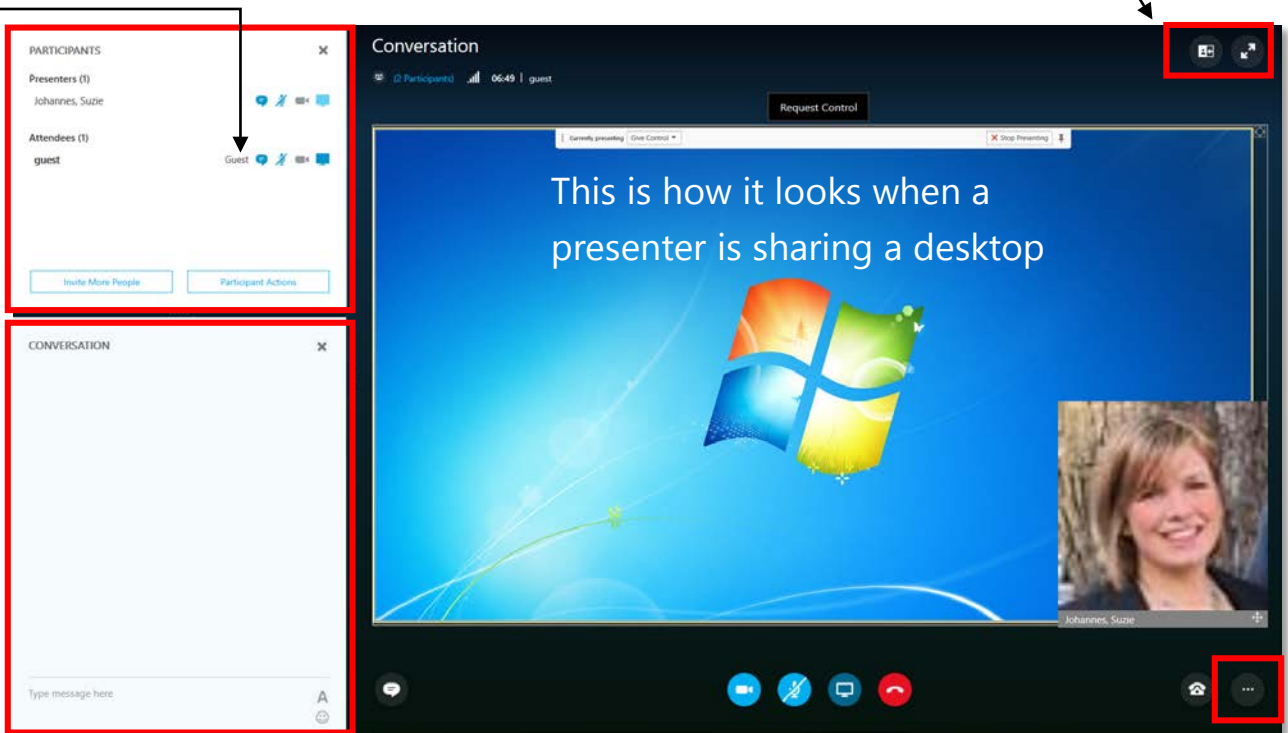
If you have trouble downloading and installing the plug-in file:

- Try closing the browser and rejoining the meeting.
- Talk to your local support staff. You can also contact the IT Customer Service Center at itcsc@ku.edu or 785-864-8080.

- Tips:**
1. Use a wired internet connection if possible. If you are on the KU campus and are using Wi-Fi, make sure you are connected to the Jayhawk network.
 2. If you are in the same room with others joining the online meeting, you will want to have everyone mute their microphones and speakers. Then, either use a conference phone as the room's audio by dialing the conference number and entering the meeting ID or use a compatible audio device. See <http://goo.gl/pIh3KU> for a list of recommended devices.

How to see participants:

- Click on the **participants icon** to show the participants list.



How to change the layout:

- These icons change the layout and launch full-screen mode.

How to view and send instant messages:

- Click on the **IM icon** to show the chat area.
- Type your message into the lower window and press **the Enter key** on the keyboard to send.

How to mute yourself:

- Click on the **voice icon** to mute your own audio.
- When muted, the icon will appear with a red slash.

How to add your own video:

- Click on the **camera icon** to see a preview of your own video. Then, click start video.

How to exit the meeting:

- Click on **Exit Meeting**.

How to change volume:

