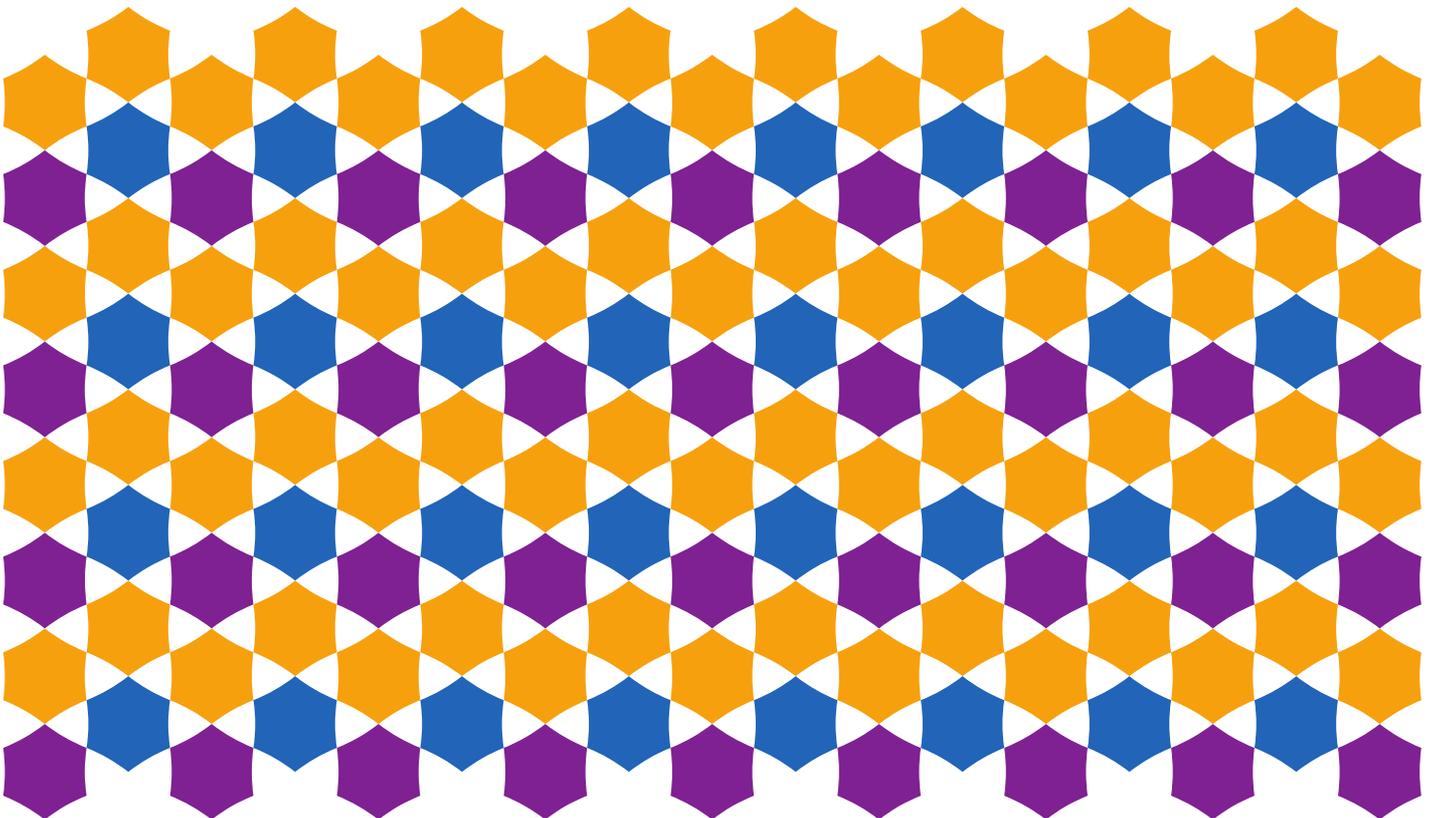# Manual for
Skype Meetings

For participants in meetings via Skype for Business

If you have not already received an invitation via email, it will arrive before the meeting. The email includes a link that allows you to join the meeting. Click the link 'Join the Skype meeting'.

→ **Anslut till Skype-mötet**

Det här är ett onlinemöte i Skype för företag, det professionella
mötes- och kommunikationsprogrammet, tidigare kallat Lync.

Anslut via telefon
+46853527128 (Dial-in Number)   Svenska (Sverige)
Hitta ett lokalt nummer

Konferens-ID: 35983720
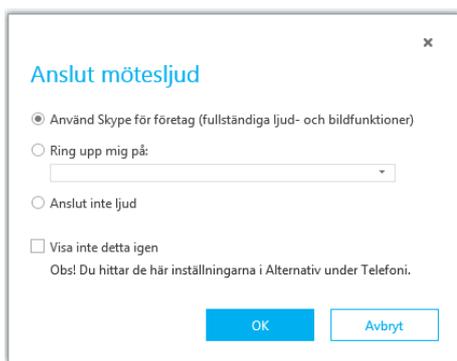Har du glömt din PIN-kod för uppringning? |Hjälp

If you have Skype for Business 2016 (not ordinary Skype) installed on your computer from your organisation/company, the programme will guide you into the meeting. If you do not have Skype for Business 2016, a plugin will have to be installed in your browser.

> **TIP:** If you want to connect from a phone number instead, you can call Skype by typing the number +46 (0)853527128 and entering the unique conference ID, which is provided in the meeting invitation. Finish with #.
> Please note that this conference ID changes for each invitation, so do not use the conference ID listed in the above example.

If Skype for Business 2016 is configured and installed on your computer

A window pops up after you have clicked on the link in the previous step. Let the option 'Use Skype for Business (full audio and visual features)' be the default and click OK.

> **TIP:** You can also choose to be called by Skype by clicking on 'Call me', then clicking on 'New number' and finally entering your complete phone number. Click OK, and then click OK again. Answer the phone when it rings.

If there is no meeting presenter or organiser inside the virtual room to let in you, then you will see the following message. A room can also be completely open. In that case, you will go straight into the room.

Click
- the microphone symbol to activate your microphone (needs to be done only if there is a '/' across the symbol; otherwise the microphone is already enabled) and the
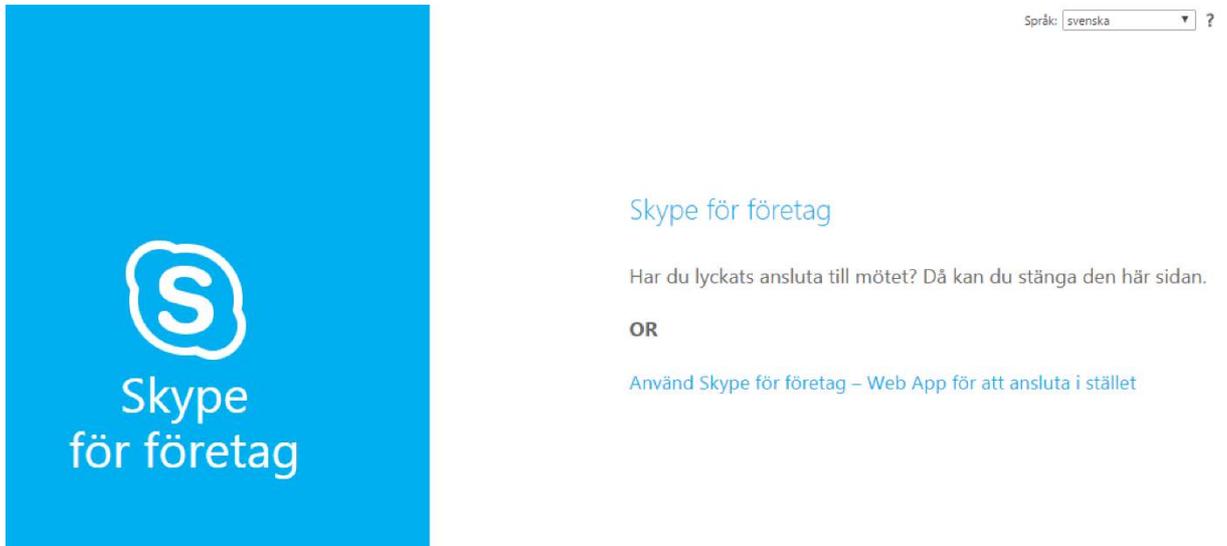- video camera symbol, and then click

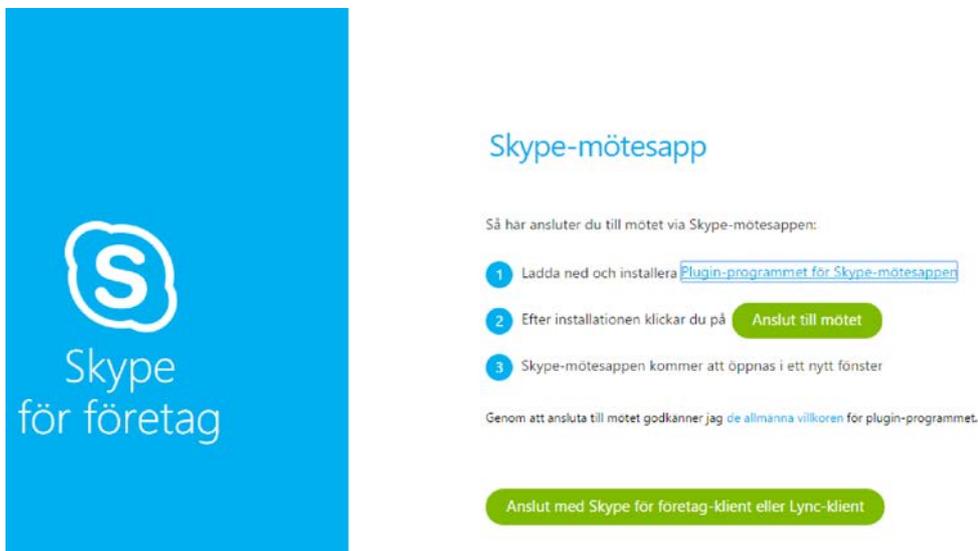- 'Start my video' to activate your web camera.

If Skype for Business 2016 is not installed on your computer

Your browser starts up and may display this image. If so, click the link 'Use Skype for Business – Web App to connect instead'.
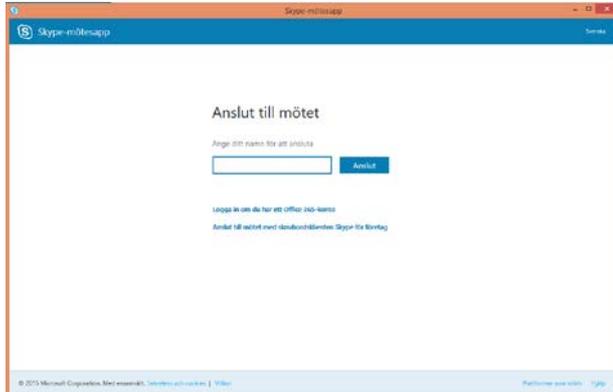

You will now see another window that looks like this:

Perform step 1 by clicking the link 'Plug-in programme for Skype meetings app'. A plug-in for your web browser will be installed. With this plug-in, you do not need to have Skype installed on your computer. Instead, you can join the Skype meeting via the browser. You don't need to be an administrator on the computer to complete the installation, which occurs automatically in the background. However, depending on the web browser, you might need to click 'Run' in the window that is presented by the browser.
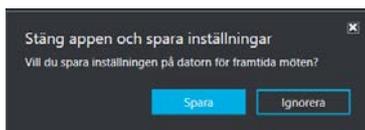
Perform step 2 by clicking the 'Join the meeting' button.
A new window will pop up where you can type in the name you want to have when you join the meeting (this is the name that will be displayed in the meeting). The window looks like this:

Click the '**Join**' button.
When you close this window, you are given the option of saving the settings for future meetings.

Click the '**Save**' button and the name you specified in the previous step will be saved until the next time. If you click the 'Ignore' button, you will have to enter the name again the next time.

If there is no meeting presenter or organiser inside the virtual room to let in you, then you will see the following message. A room can also be completely open. In that case, you will go straight into the room.
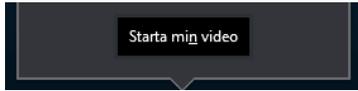

Click
- the microphone symbol to activate your microphone (needs to be done only if there is a '/' across the symbol; otherwise the microphone is already enabled) and
- the video camera symbol, and then click

- 'Start my video' to activate your web camera.

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