

Joining a Skype for Business meeting – Web Client

If you have been invited to a Skype for Business meeting and do not have access to the Skype for Business Desktop Client, you can easily join through the web app. This browser plugin is easy to install and allow you to join the meeting quickly as a guest participant.

1. Find the Skype for Business invitation that was sent to you via email/calendar.
2. Once you have opened the invite, click the “**Join Online Meeting**” option.

[Join online meeting](#)

Join by Phone

+19802289213 (Dial-in Number)

English (United States)

[Find a local number](#)

Conference ID: 12436633

[Forgot your dial-in PIN?](#)



3. A web page will open up to first check if you are able to access the meeting or if you would prefer to access the meeting via the web client. Go ahead and select “**Join Using Skype for Business Web App Instead**”.

Skype for Business

Have you successfully joined the meeting? Feel free to close this page.

OR

[Join Using Skype for Business Web App instead](#)

4. The following page will prompt you to first download and install the **Skype Meetings App plug-in**. Proceed with the download and run the file as soon as it is finished. This download is very small and will install without prompting for any additional input.

Skype Meetings App

To join the meeting using the Skype Meetings App:

- 1 Download and install the [Skype Meetings App plug-in](#)
- 2 After installation, click on [Join the meeting](#)
- 3 Skype Meetings App will open in a new window

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

5. Once the Install is complete, **click the “Join the meeting” button**. For future meetings, you will be able to skip step 4 as the plugin will already be installed if joining from the same machine.

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6. After clicking Join, the web app will launch and you will be prompted to provide your display name that the other users will see. After providing a name, **click “Join the meeting”** and you will be placed into the meeting.

Skype Meetings App

Guest, type your name below

Remember me

[Join the meeting](#)

[Sign in if you are an Office 365 user](#)

7. Once in the meeting, you will have access to normal meeting controls and should be able to hear and communicate with the other meeting participants.

