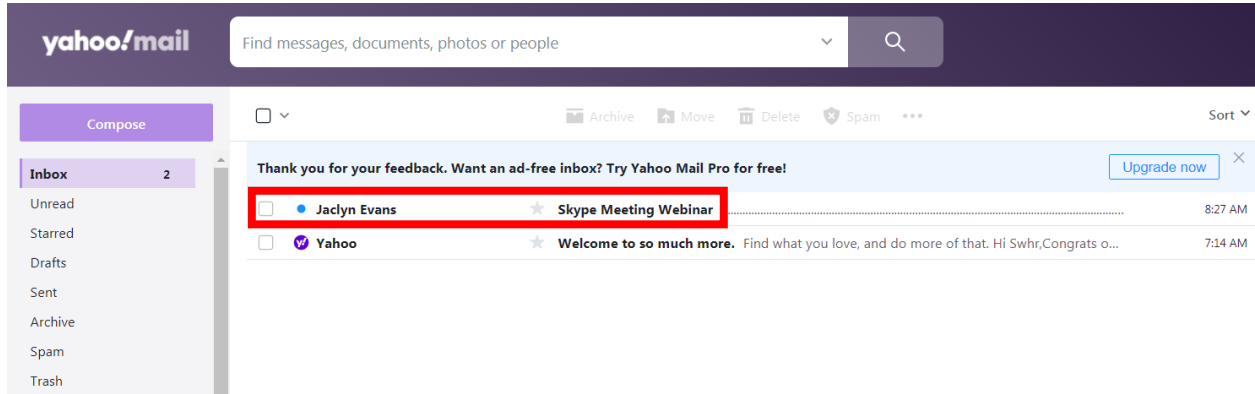
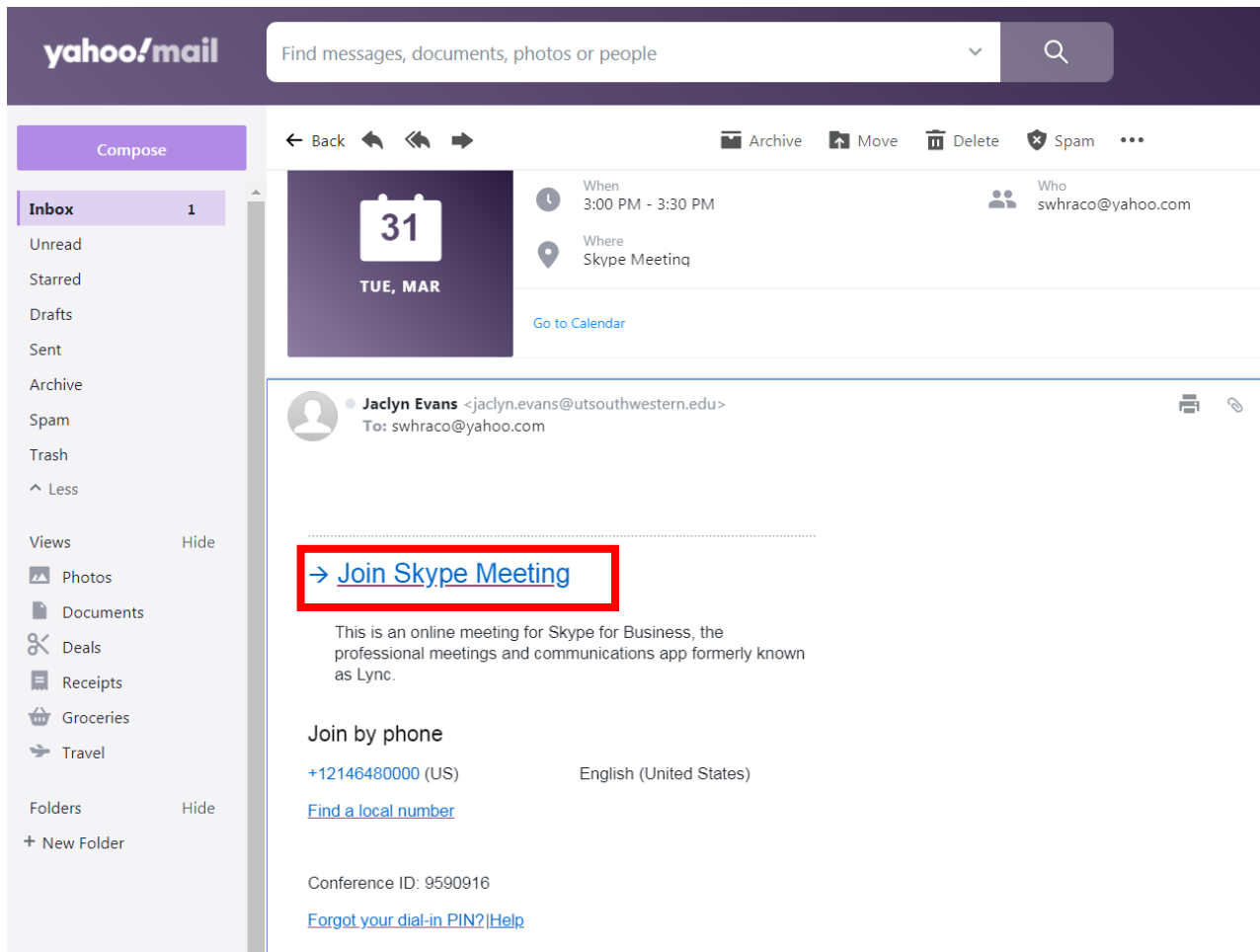


# Joining a Skype Meeting via Web App

**Step 1:** Open email inbox and click on email containing Skype Meeting



**Step 2:** Click on "Join Skype Meeting"



**Step 3:** Select “Join with the Skype Meetings App (web)”

All set! Your meeting will open in a new Skype for Business window.

Trouble joining your meeting?

[Join with the Skype Meetings App \(web\)](#)

[Click here](#) for more help.

**Step 4:**

How would you like to join your meeting?

[Install and join with Skype Meetings App \(web\)](#)

Already Installed? [Click here](#) to join with Skype Meetings App (web)

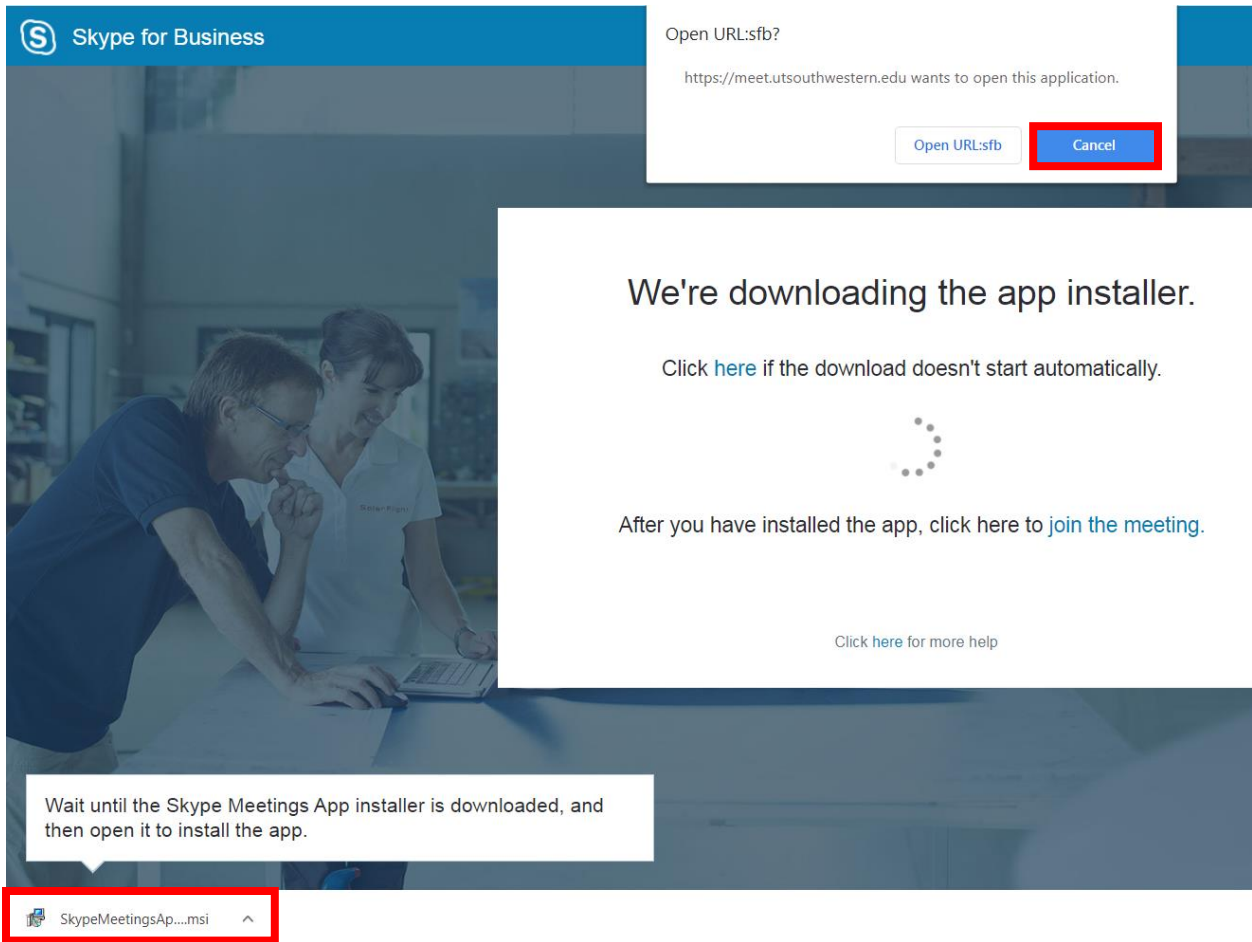
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[Join with Skype for Business \(desktop\)](#)

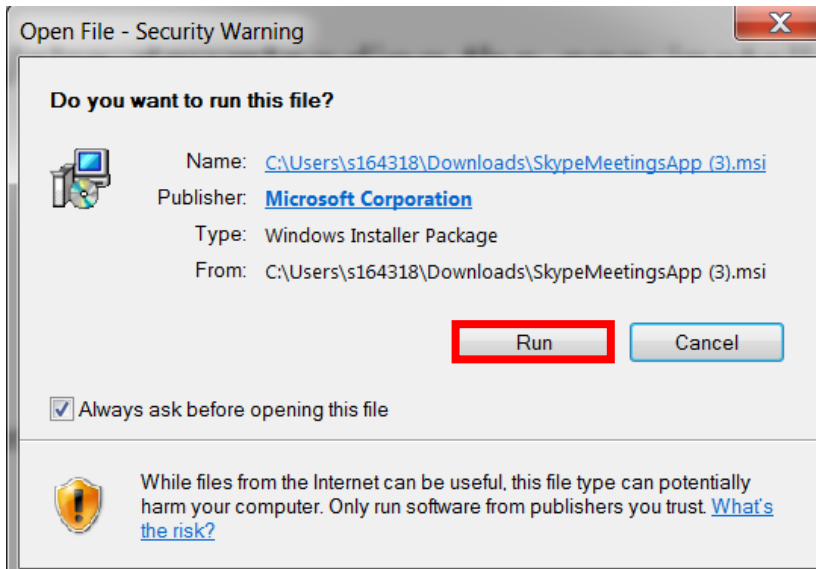
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[Click here](#) for more help.

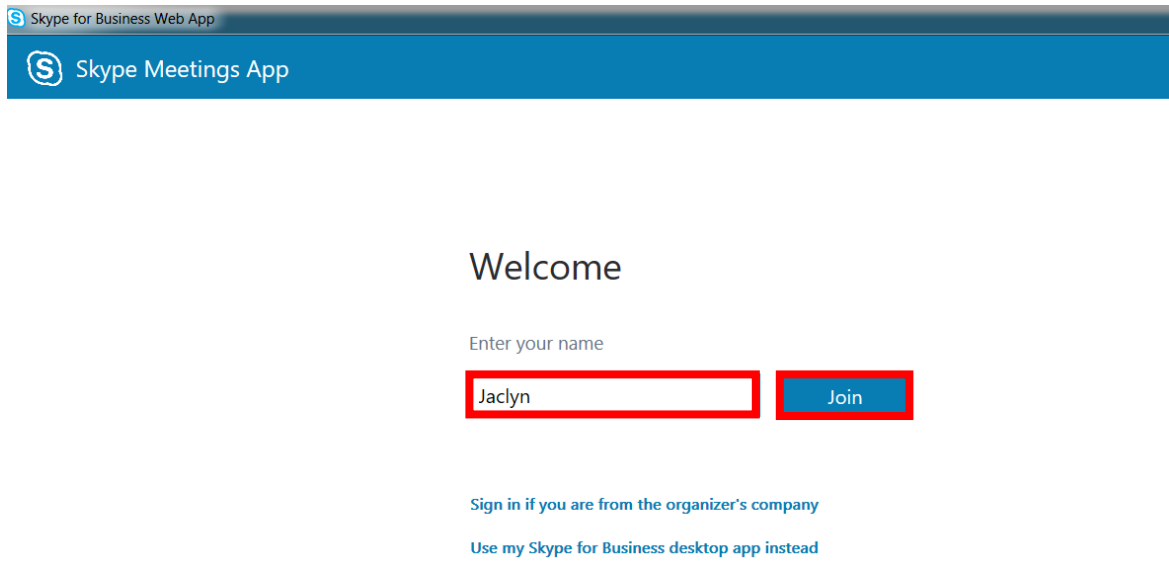
**Step 5:** Click “cancel” and then click the “Skype Meetings App MSI” file at the bottom left corner of the screen



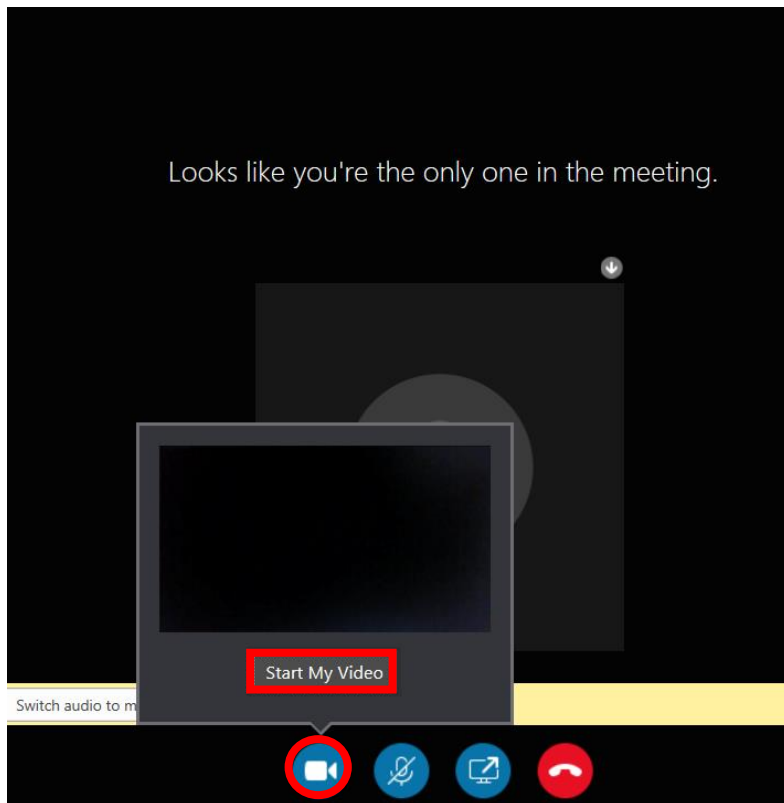
**Step 6:** Select “run”



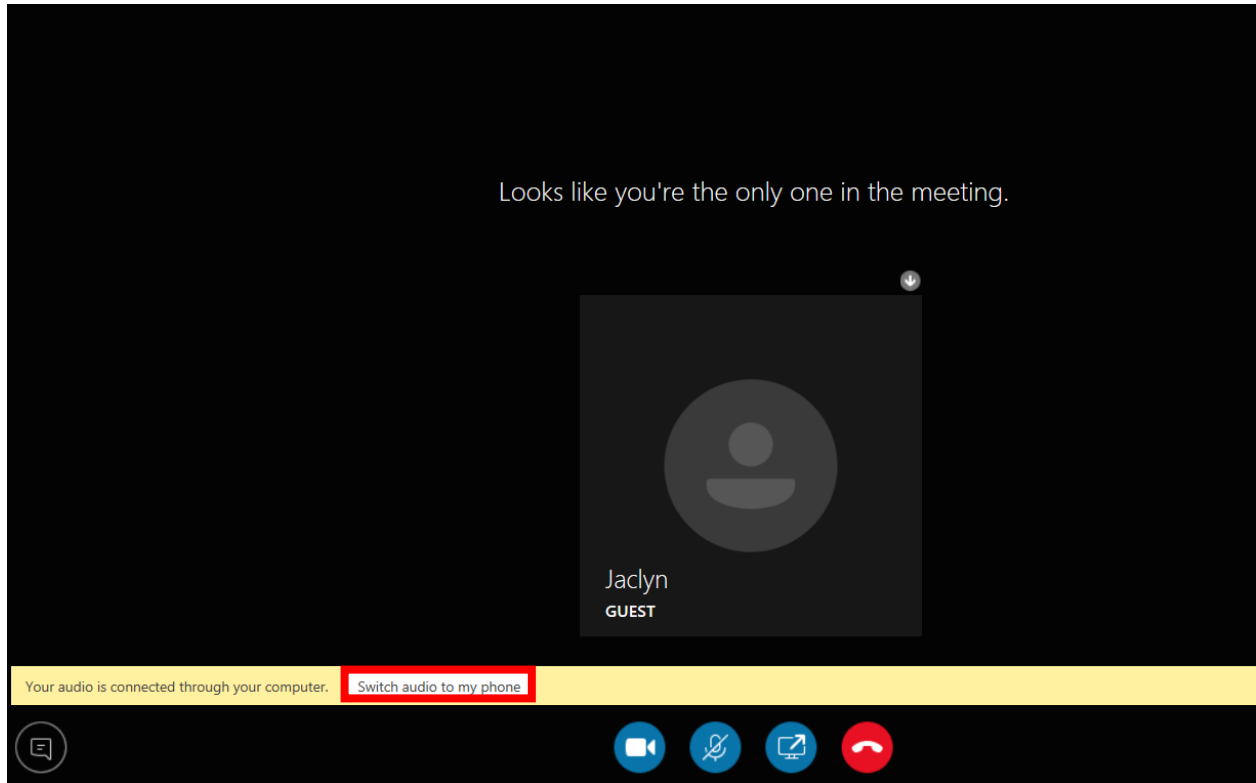
**Step 7:** Enter your name and then click “Join”



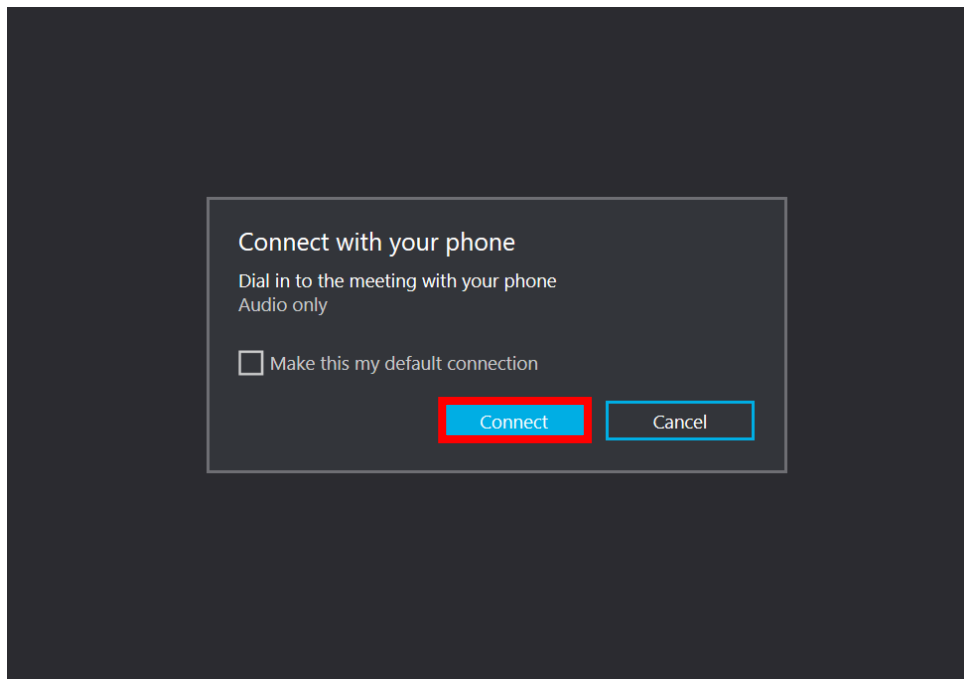
**Step 8:** Click on video icon button to start your video



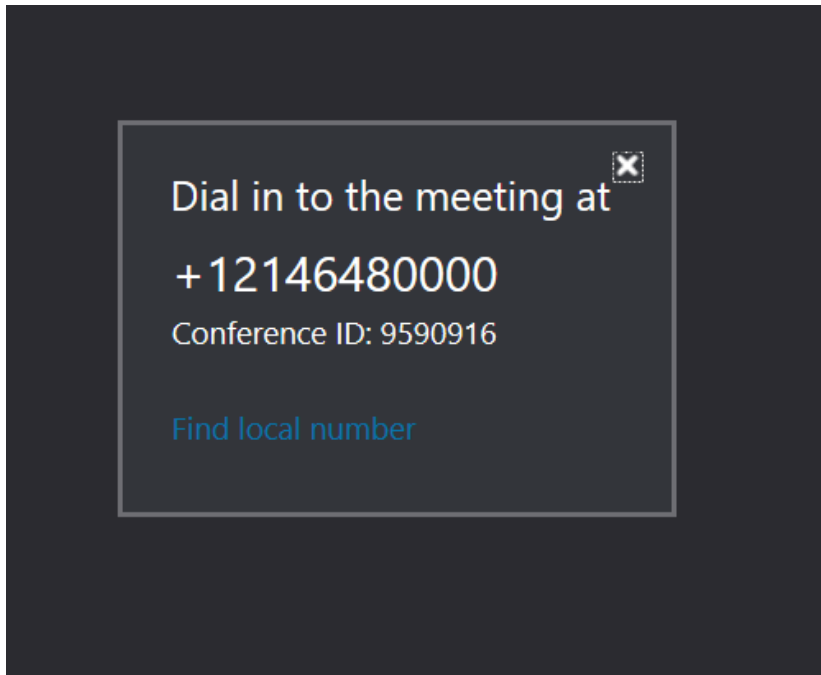
**Step 9:** (optional) if you would like to use your phone for audio instead of the computer, click on the “Switch Audio to my Phone” banner at the bottom of the screen



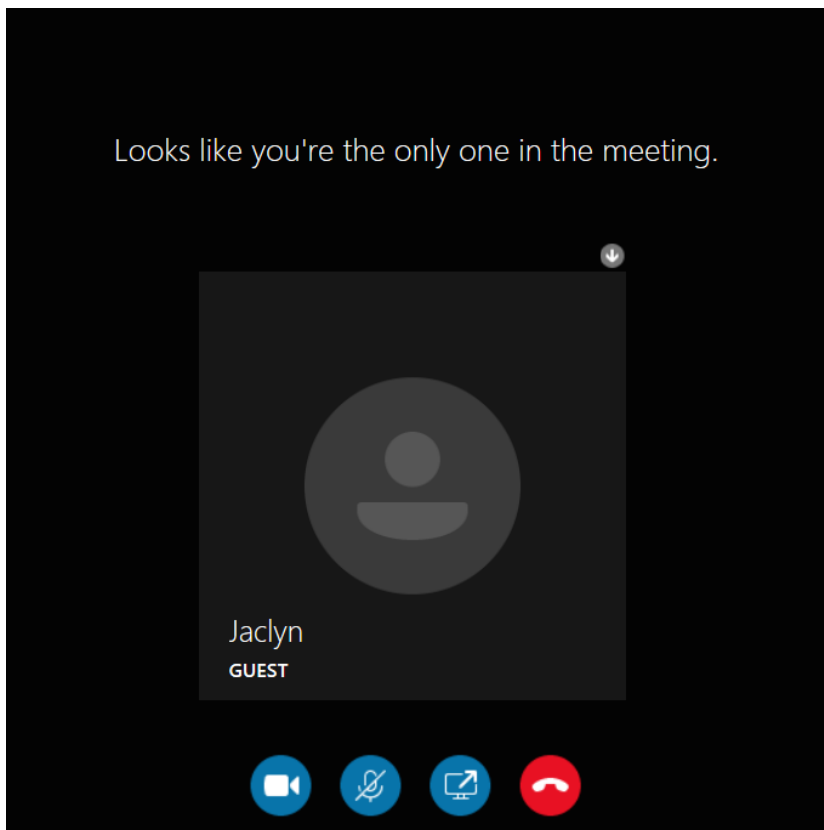
**Step 10:** Click on “Connect”



**Step 11:** Dial in to the meeting using the phone number and conference ID provided in the pop up



**Step 12:** Exit out of pop up once you dial in, and it will bring you back to the Skype window



**Step 13:** Proceed with Skype video conference, and once you are done click the red button to end the meeting

