

# How to Join Skype for Business Meetings as a Guest

The Skype for Business Web App allows guest users (non-State of Vermont staff) who don't have a full version of Skype for Business to participate in Skype for Business meetings. A scheduled meeting is required - guests cannot join without an invitation.

## 1. Open your Skype for Business invitation

In order to use the Skype for Business Web App, you must be invited to a Skype for Business meeting (by someone with a full version of Skype for Business). Look for your invitation in your Outlook calendar or your email inbox.

## 2. Click on Join Skype for Business Meeting

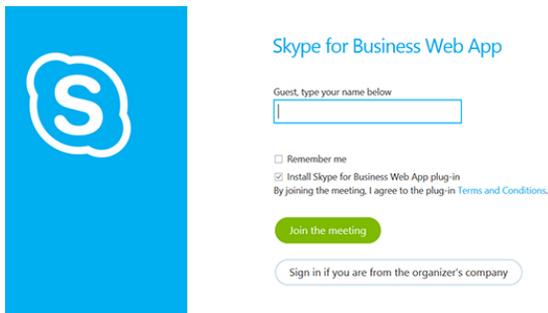
In your invitation, click on **Join Skype Meeting**:

→ [Join Skype Meeting](#)

[Help](#)

## 3. Sign in as a guest

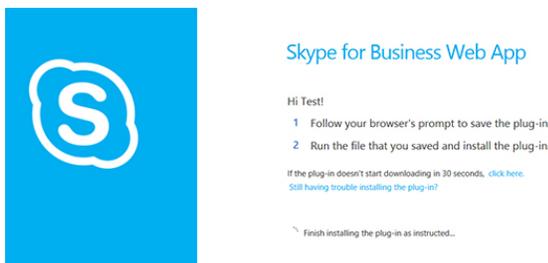
Enter a guest name and click **Join the meeting**.



The screenshot shows the 'Skype for Business Web App' sign-in interface. On the left is a blue square with the white Skype 'S' logo. To the right, the text 'Skype for Business Web App' is displayed. Below this is a text input field with the placeholder 'Guest, type your name below'. Underneath the input field are two checkboxes: 'Remember me' (unchecked) and 'Install Skype for Business Web App plug-in' (checked). Below the checkboxes is the text 'By joining the meeting, I agree to the plug-in Terms and Conditions.' There are two buttons: a green 'Join the meeting' button and a white 'Sign in if you are from the organizer's company' button.

## 4. Install Skype for Business Web App plug-in

If you have not yet downloaded the Skype for Business Web App, you will be prompted to do so. Follow your web browser's instructions for downloading and installing the Skype for Business Web App plug-in.



The screenshot shows the 'Skype for Business Web App' plug-in installation instructions page. On the left is a blue square with the white Skype 'S' logo. To the right, the text 'Skype for Business Web App' is displayed. Below this is the text 'Hi Test!' followed by a numbered list: '1 Follow your browser's prompt to save the plug-in.' and '2 Run the file that you saved and install the plug-in.' Below the list is the text 'If the plug-in doesn't start downloading in 30 seconds, click here.' and 'Still having trouble installing the plug-in?'. At the bottom, there is a progress indicator with the text 'Finish installing the plug-in as instructed...'.