



# Skype Meeting Guide

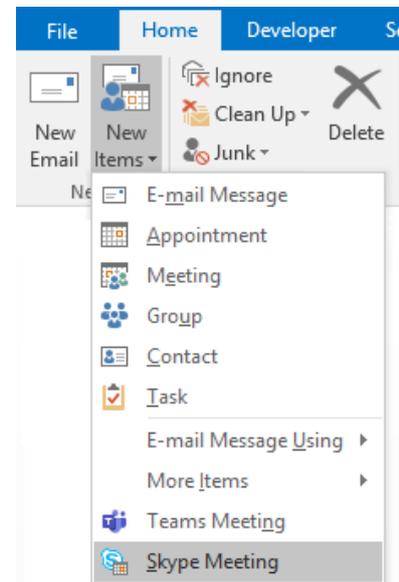
---

This step by step guide details how to initiate and join a Skype for Business meeting / conference call. In order to generate a meeting, you must have Skype for Business and Microsoft Outlook installed on your PC. Meetings can be joined by anyone using a PC, Browser, Skype for Business app (Mobile or Desktop) or Mobile Phone.

---

## Creating a Skype for Business Meeting

In Outlook, under the Home tab, select 'New Items' > 'Skype Meeting'

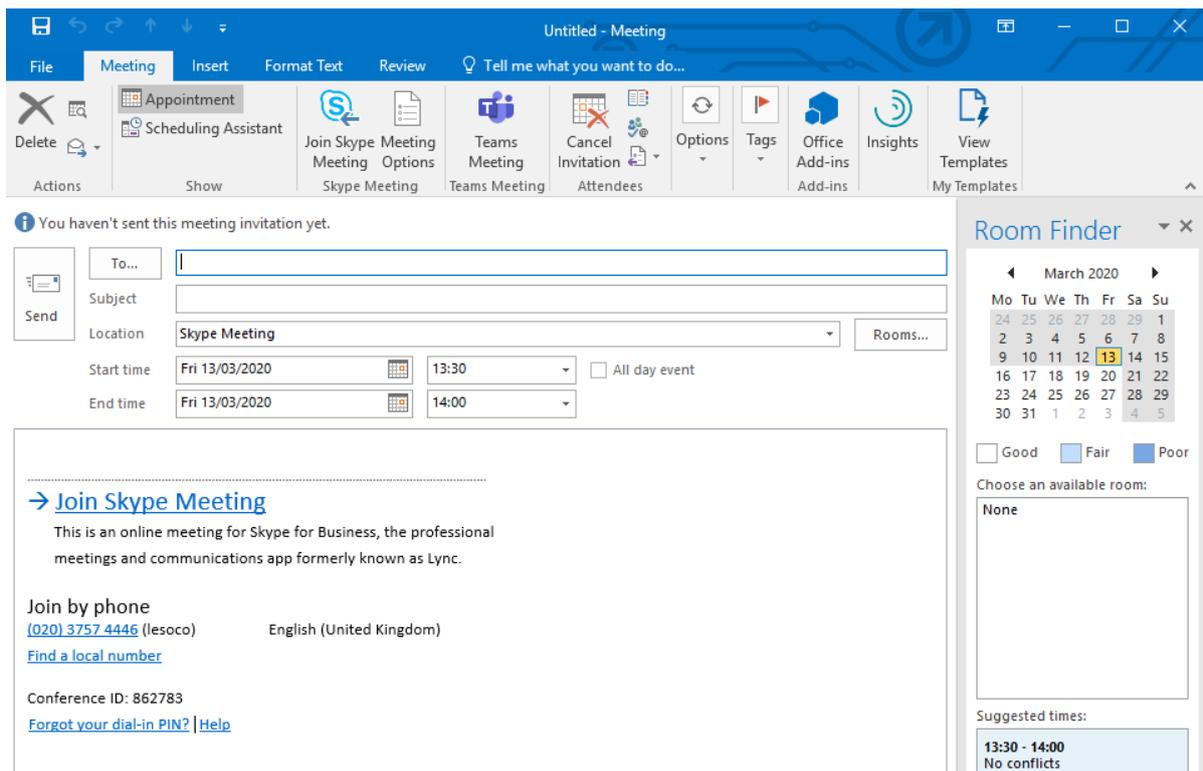


This will generate a new meeting window.

In the 'To...' field, enter any recipients you would like to send the meeting to. This can be internal or external contacts.

Enter a meaningful subject in the 'Subject' line.

You can enter any information above the breakline of the auto-generated meeting content, but do not edit anything below the breakline, as these URLs and phone numbers are required for others to join the meeting.



Once you are happy with your meeting request, click 'Send'.

## Joining a Skype for Business Meeting

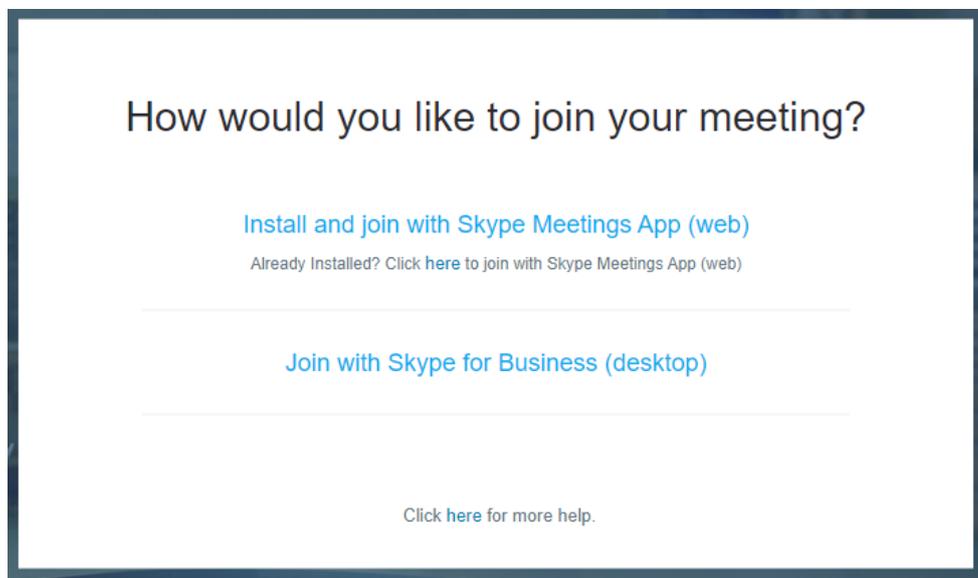
### Joining via PC

Joining the meeting via a PC or Laptop is the most feature rich experience.

If the participant has Skype for Business installed on their PC, clicking the 'Join Skype Meeting' link in the meeting request will automatically launch the skype for business app and join the meeting. The user will have all common call controls, such as enabling / disabling audio and video, IM and screen sharing:



If the user does not have Skype for Business installed, clicking the 'Join Skype Meeting' link in the meeting request will launch a browser window which will present the following options:



The first option will install and run a browser client, mimicking desktop functionality within the browser. This is the quickest and most efficient option for someone who does not have the client installed, while maintaining full features of the app.

## Joining via Phone (as Participant)

If the participant does not have access to a computer, laptop, or have the app installed, they can join through their phone. The user must dial the number provided in the meeting request:

Join by phone

[\(020\) 3757 4446](#) (lesoco)

English (United Kingdom)

[Find a local number](#)

Conference ID: 862783

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

Upon dialling, they will be prompted to enter the conference ID, followed by the hash key to confirm:

862783#

If entered correctly, they will join the call. The meeting will not start until a host has joined the call.

Although the phone method is convenient, it does limit the features of the call. The user will not be able to enable video or share display, it will be purely limited to voice only.

## Joining via Phone (as Host)

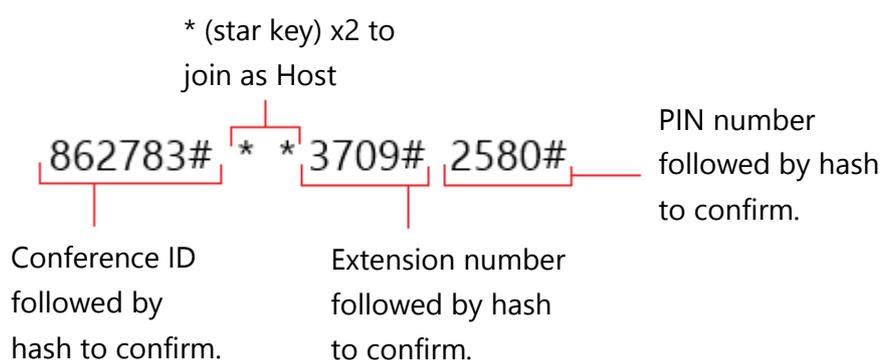
If you wish you join your own meeting as the host via phone, there are some additional steps after entering the conference ID.

You will be prompted to press the \* key if you are the meeting host. Once this is confirmed, you will need to enter your extension number and PIN to confirm your identity.

This is your college DDI extension, so for example if your college phone number is "0203 757 3709", your extension is the last 4 digits, "3709".

You will then be prompted to enter your PIN. If you have not changed it from the default, the default PIN assigned to staff is 2580.

The following input on the dialpad would add you as the meeting host using the example outlined in this guide:



If the credentials are correct, you will join as the meeting host, but as you are joining via phone you will still only be limited to voice only (no video or screen share capability).