Skype for Business
## Join a meeting

NORTHERN ARIZONA UNIVERSITY

Skype for Business provides multiple ways to join an online meeting.

From the Outlook meeting invite:

1. Open the meeting invite.
2. Select the **Join Skype Meeting** link.
3. In the ***Join Meeting Audio** window, choose an option.
   - In most cases, select the "Use Skype for Business" option for audio and video.
   - *To join audio with your phone, select "Don't join audio" then call into the meeting using the instructions provided in the meeting invite.
4. Select the **OK** button.
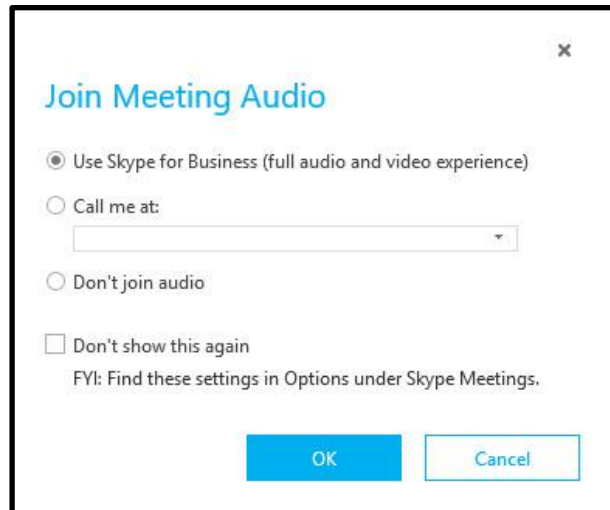
From the Skype for Business application:

1. Select the **Meetings** section.
   a. Far-right icon on Windows
   b. Below the Chats icon in the left column on Macs
2. Either double-click the meeting or select the **Join** link.
3. Select an audio option from the ***Join Meeting Audio** window.
4. Select the **OK** button.

Did the "Join Meeting Audio" window not appear?
- **Mac**: Open **Preferences**. Select the **Calls** tab. Select the "Before joining a meeting…" checkbox.
- **Windows**: Open **Options**. Select the **Skype Meetings** section. In the **Joining conference calls** section, select the "Before joining a meeting…" checkbox.

**Are you on a Mac and can't get audio to work?*
- Join the meeting with no audio so you can view any screen sharing, then call in from a phone (call-in details are included in the meeting invite).
- Join the VPN before signing into Skype for Business.