

Skype Meeting Tips

1. Click on the “Join Skype Meeting” link.
2. If prompted to install the Skype for Business Web App plug-in, or to allow the webpage to run (GatewayVersion.exe from Microsoft), please do so.
3. It is not necessary to enter your name in the guest field, but please do so if you like.
4. Click “Join the Meeting.”
5. **We recommend that you attempt to join the meeting several days in advance.** If there are any issues with the plug-ins or anything else, you will have time to resolve them.
6. USB headsets or internal speakers/microphones are recommended for audio. Skype may not recognize some single/two prong headphones and headsets.
7. If you join Skype through your Internet browser but encounter audio difficulties, you can also call into the meeting with the phone numbers and conference ID provided.