

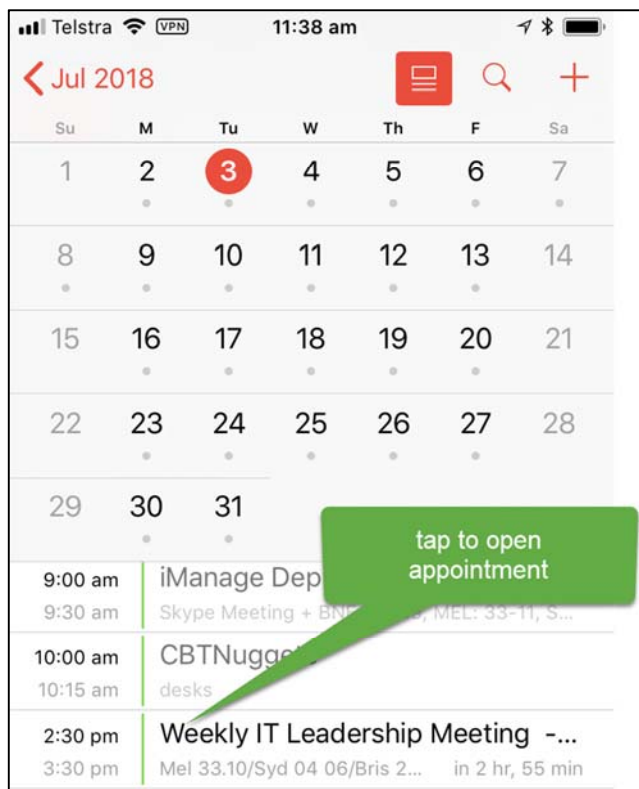
Joining a meeting by using the Skype Meeting link

IMPORTANT NOTE....

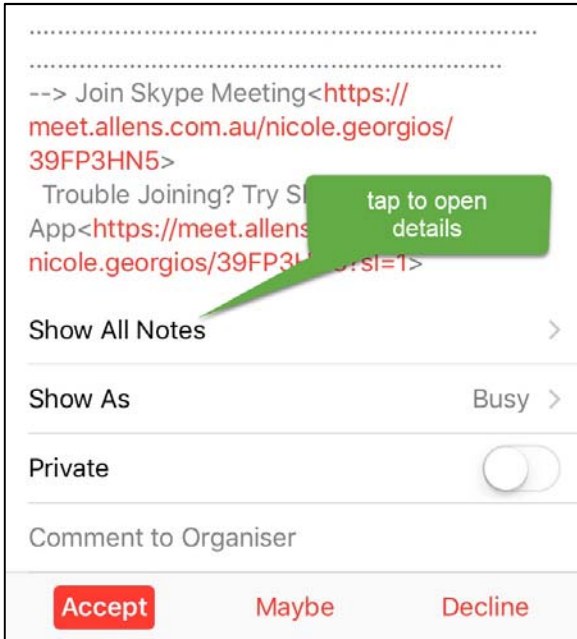
Skype meetings cannot be created from the Skype Business app on mobile devices, use Outlook on your laptop.

Open Calendar Appointment

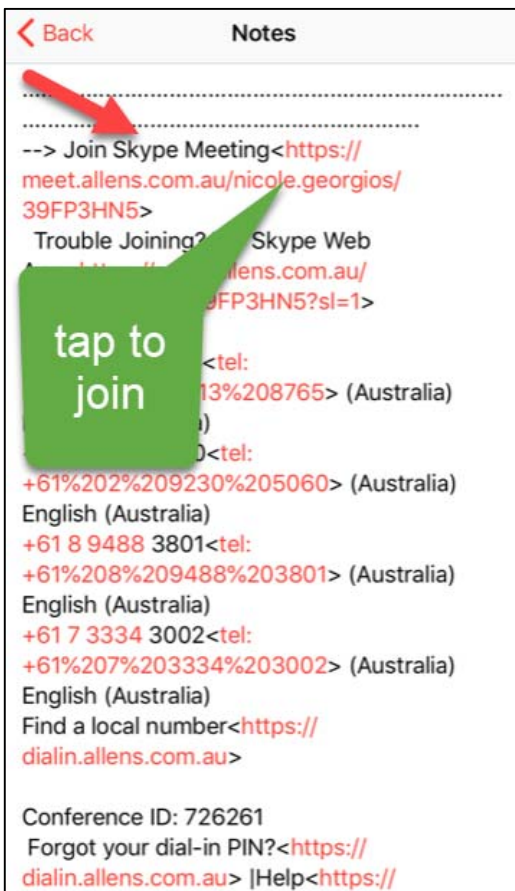
- 1 Open the Calendar App and tap on the applicable meeting:



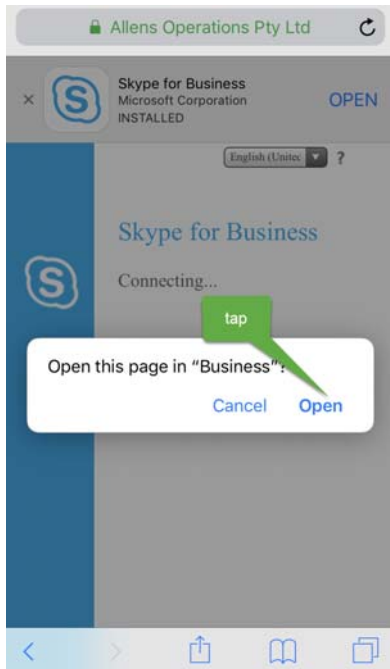
- 2 If the meeting appointment body text contains a few paragraphs, the **Join Skype Meeting** link may not be visible. To display the link tap **Show All Notes**.



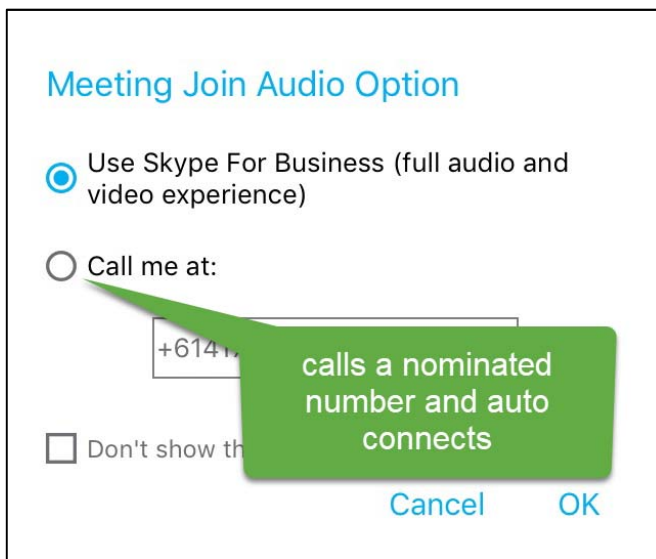
3 Tap **Join Skype Meeting** link.



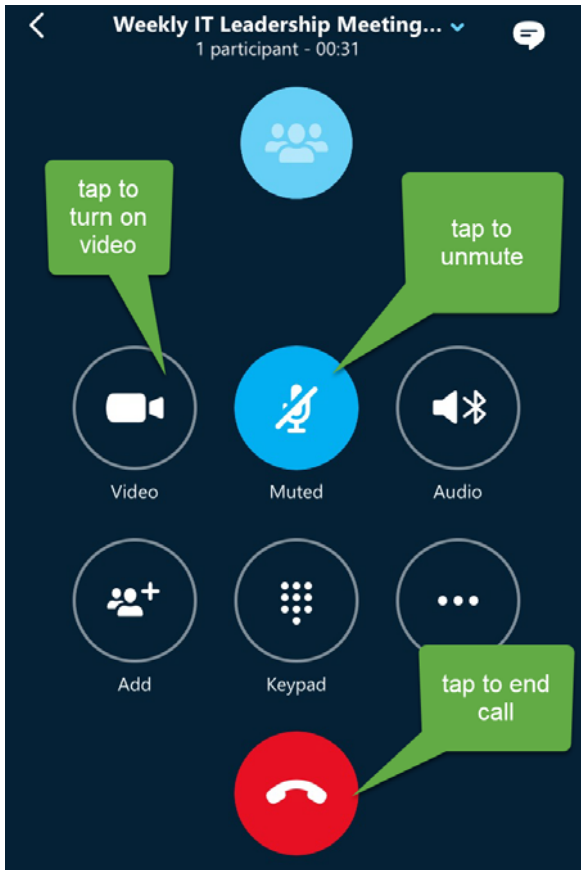
4 Tap on **Open**. The Skype for Business app opens.



- 5 Select your **Meeting Join Audio Option** and tap **OK**.



- 5.1 Skype for Business option – call is automatically connected and **Mute is on** – tap on the microphone icon to unmute



5.2 **Call me at** option connects to the Skype server and then calls the nominated number – if on your mobile it will display:

