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**.

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3 Tap Join Skype Meeting link.

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dialin.allens.c	om.au> Help <https: <="" th=""></https:>

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:

