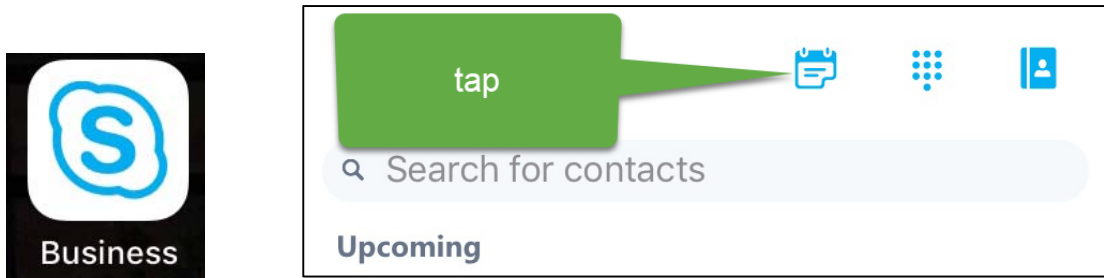


Joining a meeting using Skype Business app

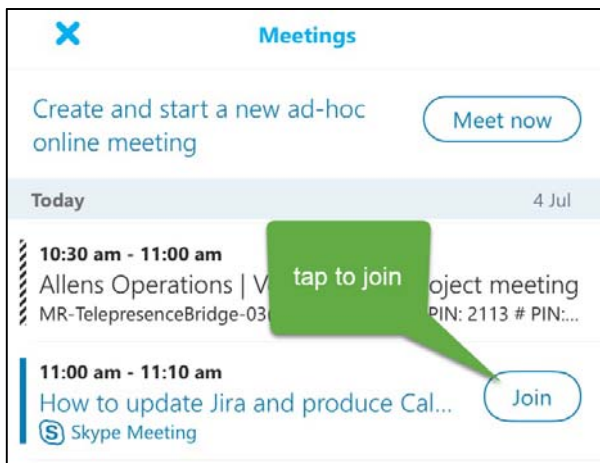
IMPORTANT NOTE....

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

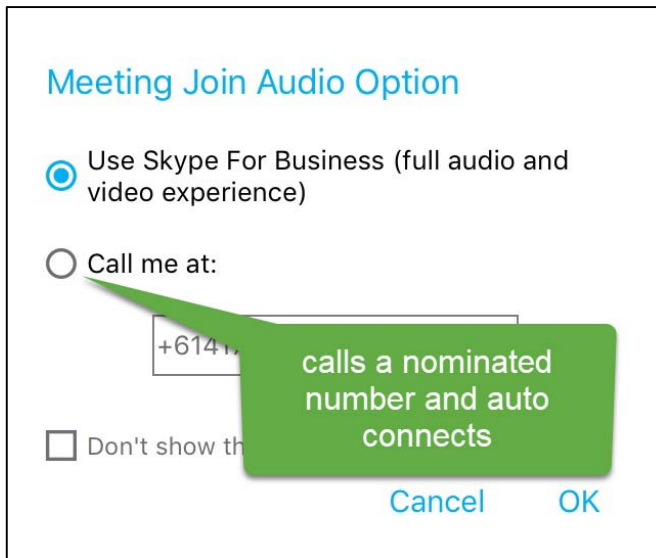
- 1 Open the Skype App and tap on the **Meetings** icon



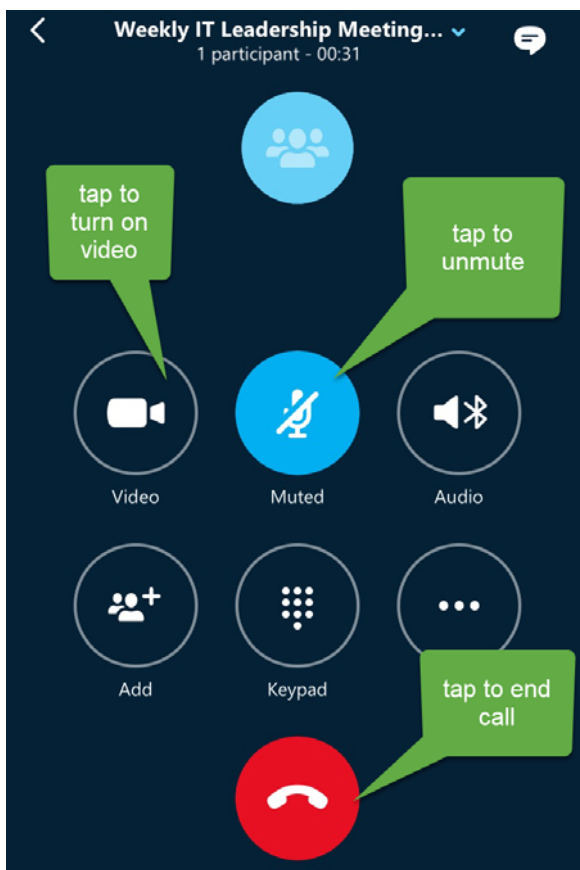
- 2 Scheduled Skype meetings have a **Join** button – simply **tap**.



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



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



- 3.2 **Call me at** option connects to the Skype server and then call the nominated number – if on your mobile the call opens and displays:

