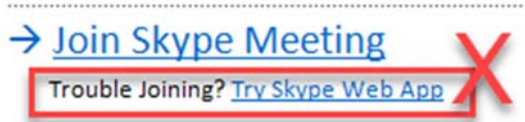


Mobile Conferencing

What you need to know when out of the office and joining a Skype Meeting

IMPORTANT NOTES....

- Do not use the **Web App link in meeting appointments** on iOS (Apple) devices



- Do not create Skype meetings on the Skype Business app on mobile devices use Outlook on your laptop

Joining a meeting by dialling in

Join the meeting using the traditional method of dialling a conference number and entering the conference ID using your mobile phone

Joining a meeting using Skype Meeting link

Join easily from your calendar appointment on any device using the Skype Meeting link

Joining a meeting using Skype for Business app on your mobile device

Join easily using the Skype for Business app
(recommended when connected to wi-fi)

Installing Skype for Business app

Instructions for installing and configuring Skype for Business app