



Join a Skype Meeting/Webinar in response to an invitation

You don't need to download or install any apps to join a meeting/webinar with Skype for Business. Just select **Join Skype Meeting** in the email or calendar meeting request you received.

Before the meeting: Check your speakers, microphone and camera if you expect to use them. You can usually check the internet connection by clicking the **Join Skype Meeting** even before the appointed time.



Join: In your meeting request email, click or tap **Join Skype Meeting**. If the device you are using does not have Skype for Business installed, an internet browser window opens and you can join the meeting.

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

[Help](#)



Speak: Your mic is automatically muted.  Click the mic button to unmute it. When it looks like this:  people in the meeting can hear you. (The Video camera works the same way if available)



Text messages (IM): You may be able to send text messages by typing into this box on the bottom left.

IM, Microphone and Video access may be limited by the presenter.



Leave: You can leave the meeting at any time by clicking the **"hang up"** icon.

