

# Joining A Meeting in Skype for Business



[Join online meeting](#)

Join by Phone

+1 864-558-7311,,822306958# (Dial-in Number)

English (United States)

[Find a local number](#)

Conference ID: 822306958

[Forgot your dial-in number?](#)

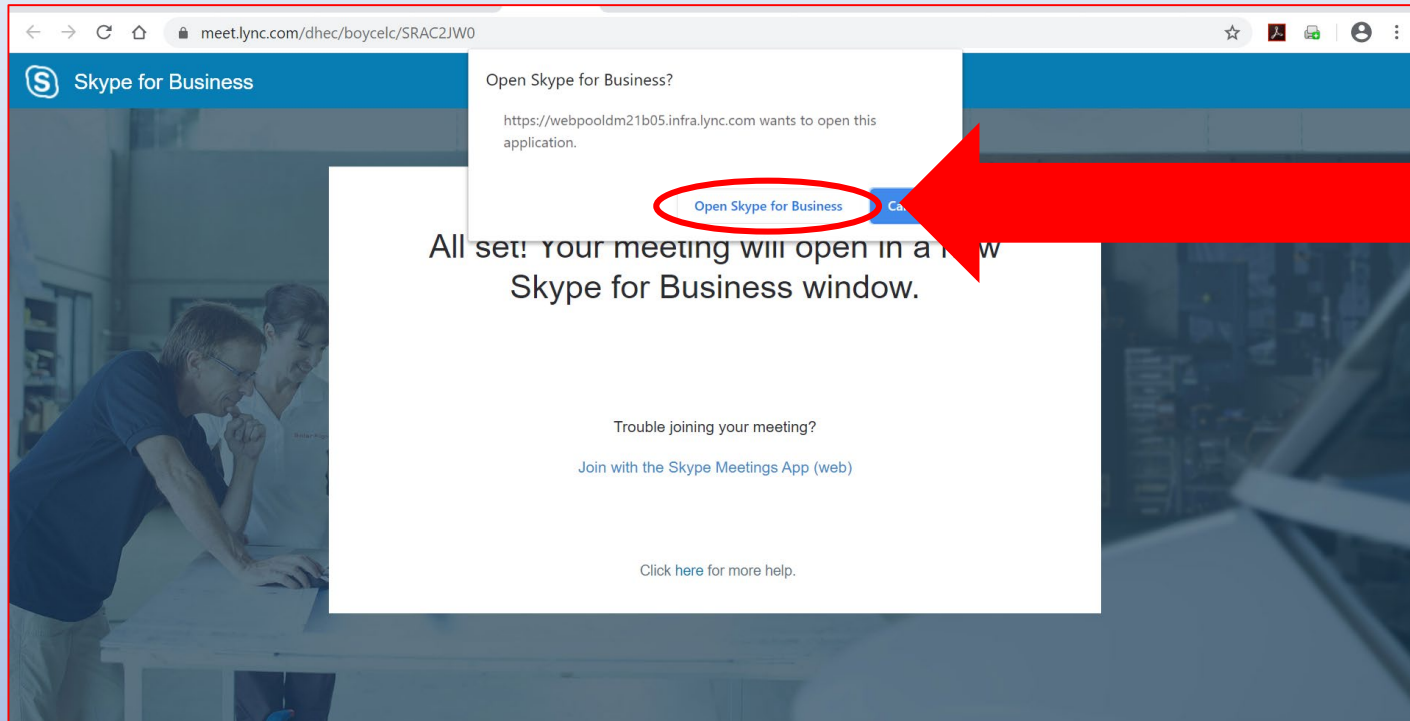
If you do not have access to a computer, you can join the meeting by calling the phone number provided and using the access code.

To join the meeting using your computer, click “**Join online meeting**”

- You should use this option if your computer has speakers and a microphone.

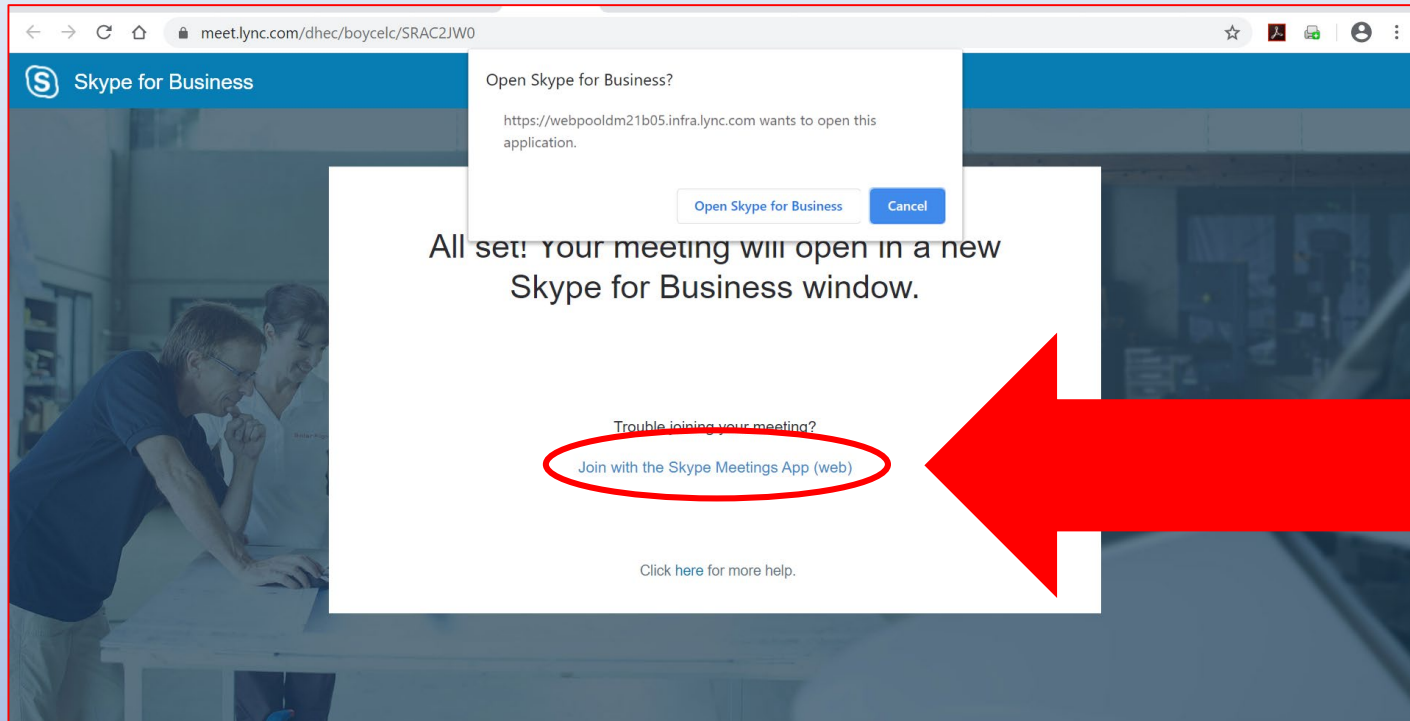
*If your computer does not have a microphone:*

- *join the meeting using your **computer to see the material***
- *AND join the meeting by **phone to hear and speak**.*
- *If using this option, please turn your computer speakers off.*

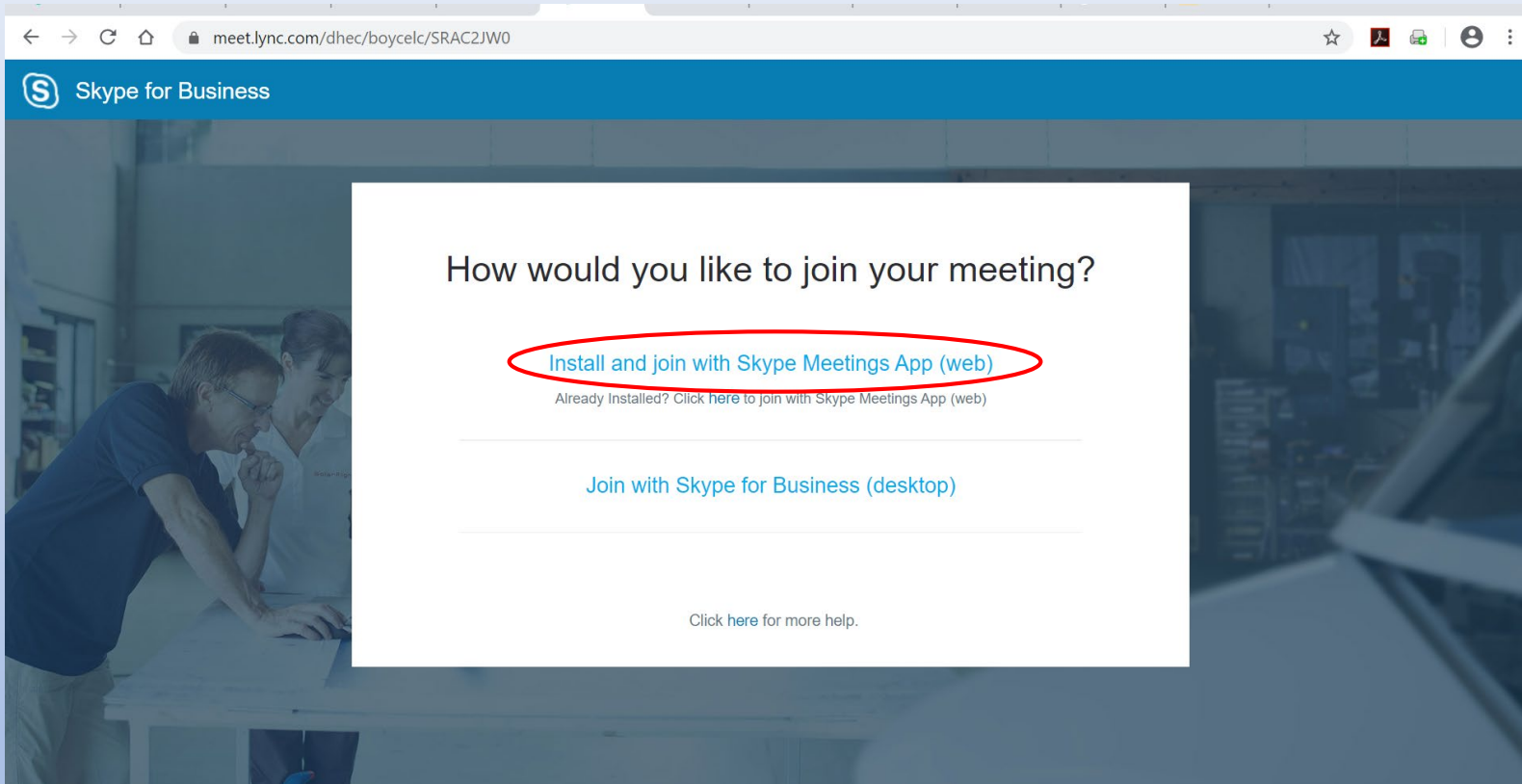


If Skype for Business is installed on your computer, click **“Open Skype for Business”**

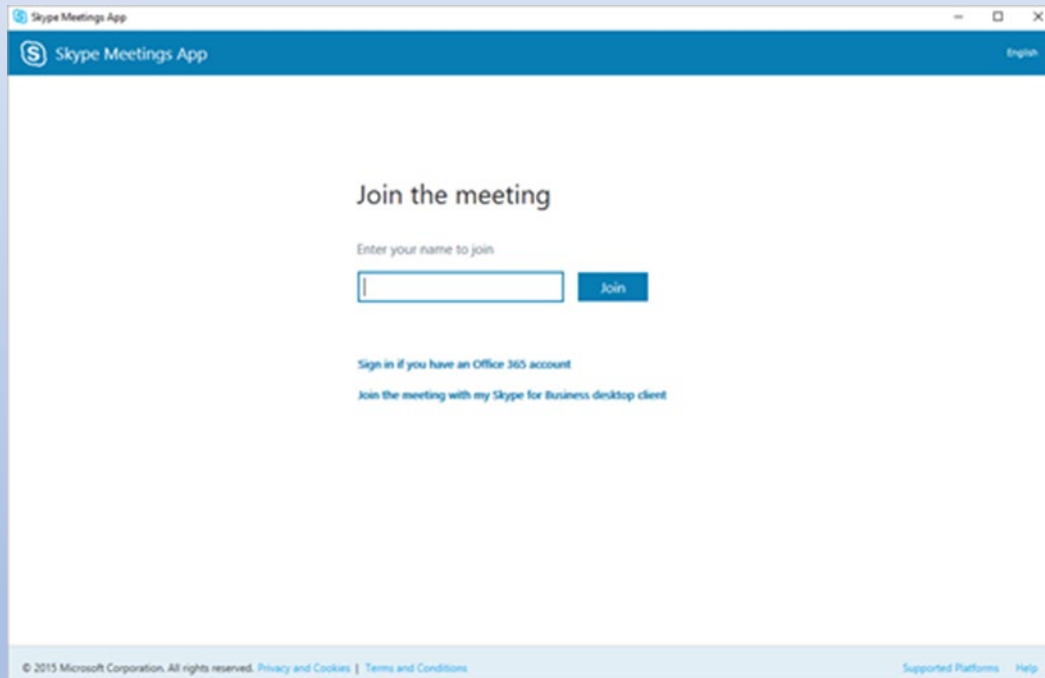
- The meeting will open in the app on your computer



If Skype for Business is not installed on your computer, click **“Join with the Skype Meetings App”** to join the meeting using your browser



- Click “**Install and join Skype Meetings App**”
- Follow your browser's instructions for installing Skype Meetings App.
  - For example, in Internet Explorer, select **Run** when you see the alert at the bottom of the browser window.



- On the Skype Meetings App sign-in page, enter your First and Last Name, and select **Join**.

## Skype for Business Web App

Guest, type your name below

Remember me

Install Skype for Business Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

Join the meeting

Sign in if you are from the organizer's company

1. Open the meeting request in your email or calendar, and select **Try Skype Web App**.

2. On the Skype for Business Web App sign-in page, enter your name, and select **Join the meeting**.

3. Follow your browser's instructions for installing the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing.

4. Depending on the meeting options set by the organizer, you'll either join the meeting immediately, or be directed to the virtual lobby. If you're in the lobby, the meeting organizer and other presenters are immediately notified that you're waiting.

# Troubleshooting Tips

## Audio Issues

- Cannot hear the speaker:
  - Turn up the volume of your speakers
  - Use the call-in number
  - Leave the meeting and rejoin

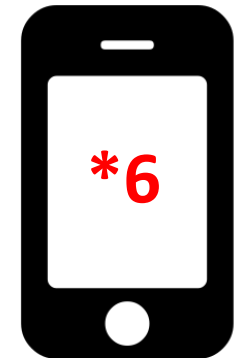
## Video Issues

- Cannot see the presentation
  - Follow along with the presentation
    - Included in registration email and found on [www.scdhec.gov/HorryCountySWA](http://www.scdhec.gov/HorryCountySWA)
  - Leave the meeting and rejoin

***Please stay muted while someone else is speaking***

If you are on mute and want to unmute yourself

- If on the phone, dial \*6 to unmute
- If on the computer, click the microphone icon (a slash over the microphone means your muted)





# Audio Options

