

AbleOwl Skype for Business meetings

This pdf shows you how to use Skype for Business to join a meeting.

1. Open the email that contains the Skype for Business invitation link, and click the link.
In order to use the Skype for Business Web App, you must be invited to a Skype for Business meeting. Look for this invitation in your email inbox.

To join the meeting, it is easier to use the Skype for business Web App, rather than the desktop application.

2. Click on the *Try Skype Web App* link. The link will open in your web browser.

AbleOwl meeting




Inbox x



Samrat Idnani via ableowl.onmicrosoft.com

to me



AbleOwl meeting
[View on Google Calendar](#)

When Thu 29 Jun 2017 3pm – 3:30pm (PDT)
Where Skype Meeting
Who Samrat Idnani*

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

Toll number: [+6442807347](tel:+6442807347) (Dial-in Number)

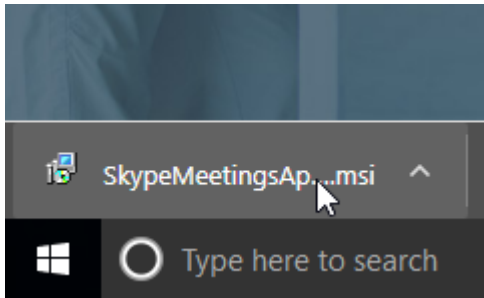
English (Australia)

[Find a local number](#)

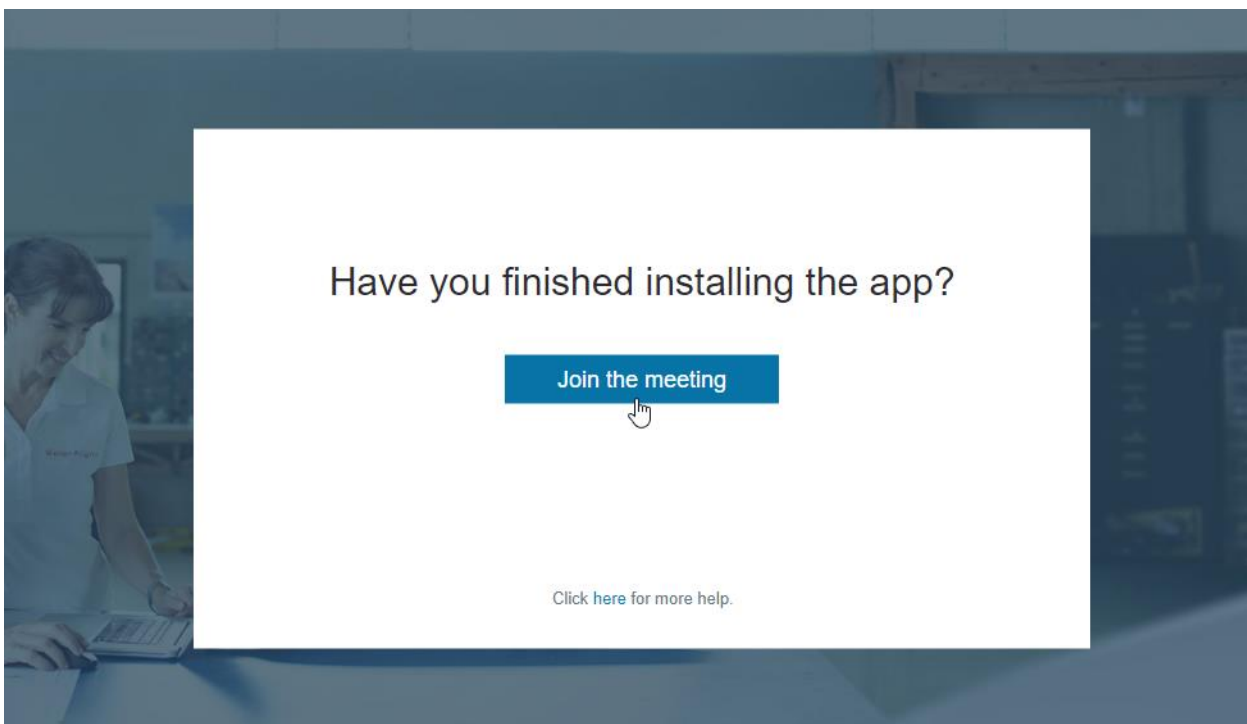
Conference ID: 71657956

[Forgot your dial-in PIN?](#) | [Help](#)

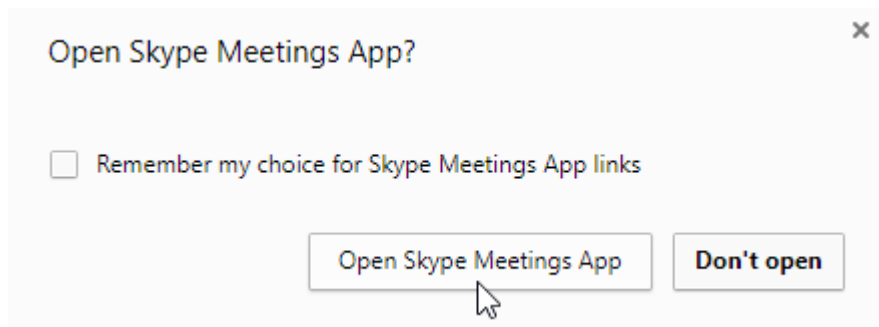
3. Wait until the Skype Meeting App installer finishes downloading, then open it to install the app. Do not close your web browser.



4. Once the app finishes installing, return to the web browser and click the *Join the meeting* button.

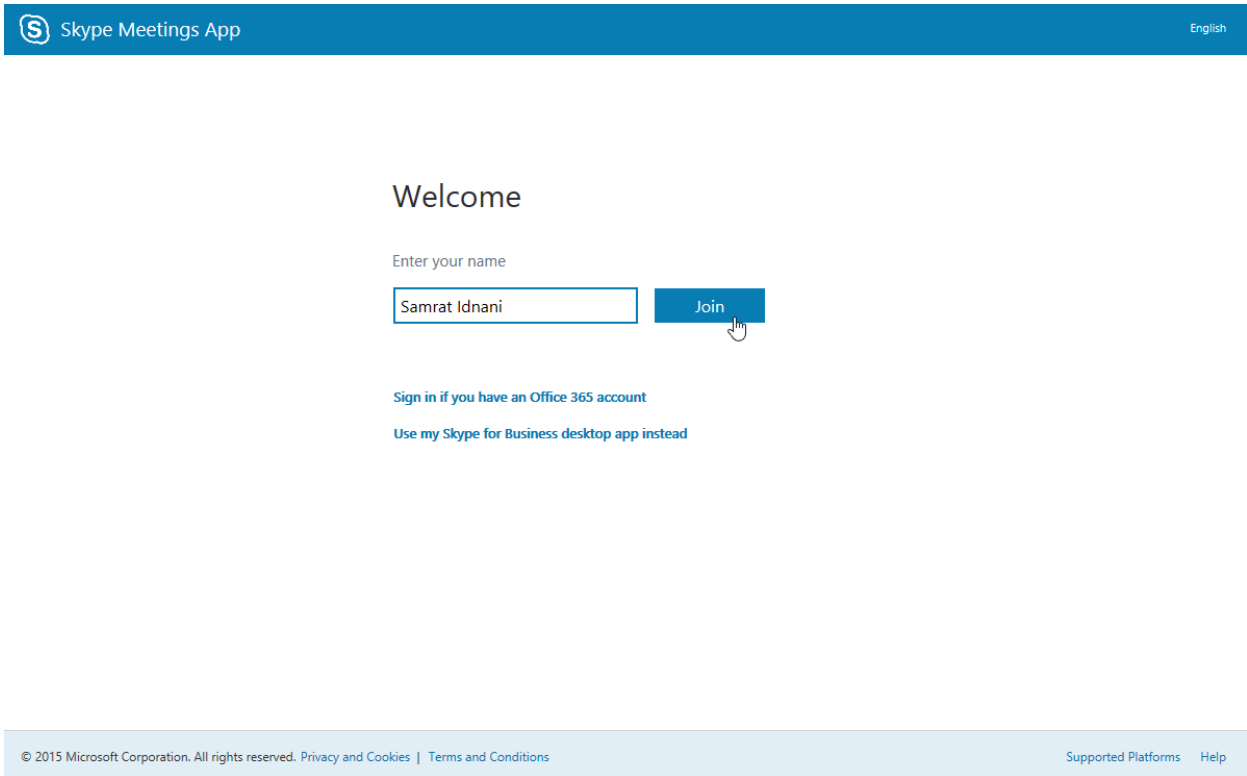


5. Click on *Open Skype Meetings App* in the pop up box that appears. We use the Chrome browser; the pop up box might not look exactly the same if you are using Edge or Firefox.



The Meeting App opens

6. In the Meeting App, enter your name and then click on the Join button.



You are now part of the meeting.

