

Skype for Business in Glow – Joining a meeting

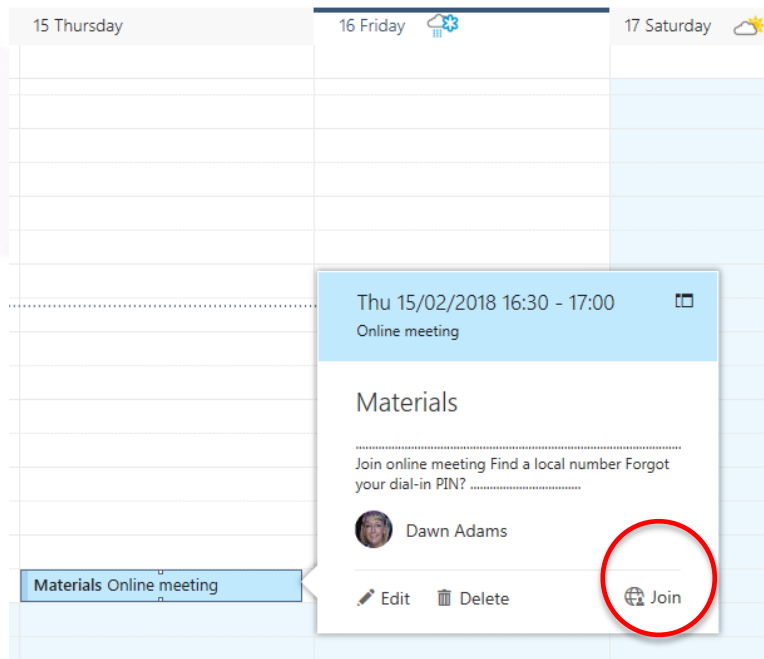
Joining a Skype for Business meeting

You can join a Skype for Business meeting in a number of ways.

Using a calendar invite

If you have set up the meeting yourself or have a calendar invitation you can access it from your Outlook calendar on the date the meeting has been set up for.

- Click on **Join**.



Using a link (from email or elsewhere)

When a Skype meeting has been set up you will have a meeting link (the address can be found in the **Join online meeting** similar to <https://meet.lync.com/glowscotland-glow/username/abcd1234>)

Tip: if you are sending out an invitation and would like to force the meeting to open in the Skype for Business meeting app you can add **?SL=1** to the end of the url.

This will make sure users are using the web app to open the Skype for Business meeting and have fewer dependencies on any versions of client they have on their device.

e.g. <https://meet.lync.com/glowscotland-glow/username/abcd1234?SL=1/>

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Options when opening a Skype for Business meeting

You can open a Skype for Business meeting in a number of ways. This will depend on your browser, operating system and whether or not you have Skype for Business installed on your computer.

Using the Skype Meetings App (web)

This option is useful if you don't have Skype for Business installed on your computer.

- Click on a link or launch a Skype for Business meeting from your calendar or web scheduler.

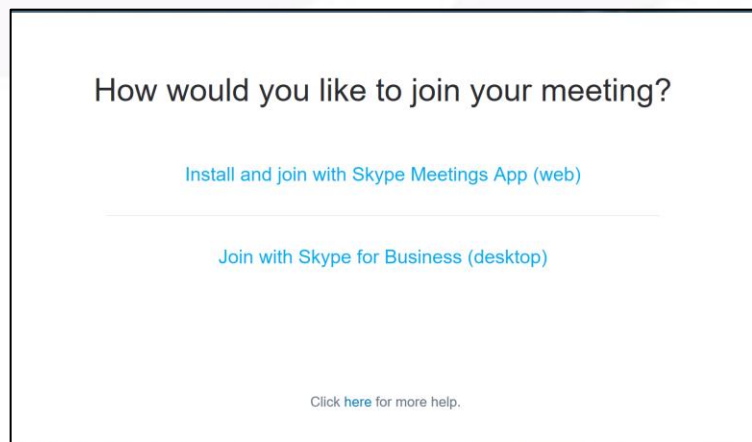
A window will appear and you can choose how to open the meeting.

If it is the first time you have launched a Skype for Business meeting it may provide you with the following options.

Install and join with the Skype Meetings App (web)

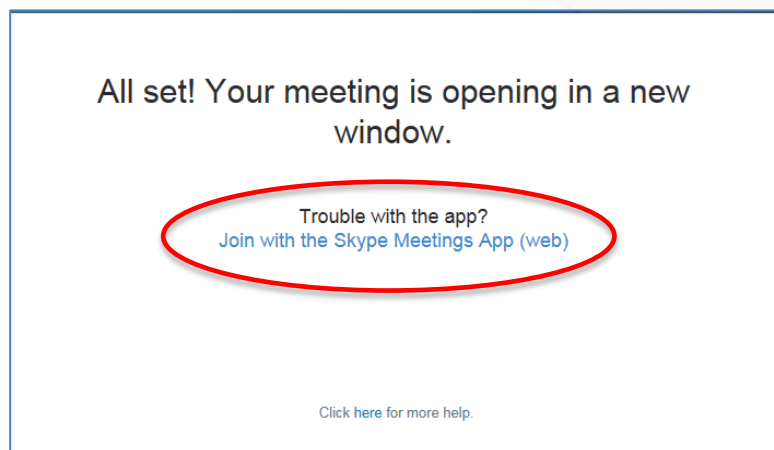
or

Join with Skype for Business (desktop)



- Click on **Join with the Skype Meeting App (web)** when you are prompted

(You may have to click **Allow** to proceed)

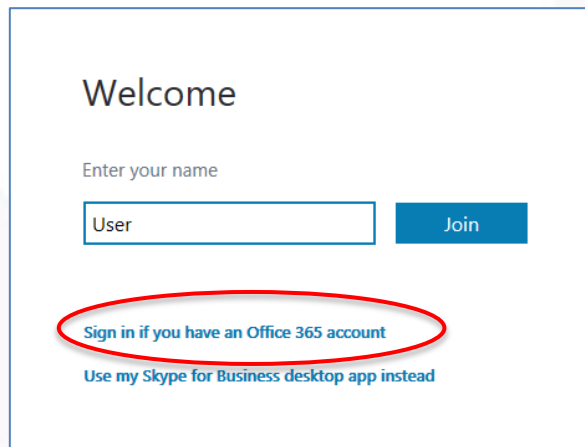


You can join as a **Guest** or sign in if you have a **Glow Office 365 account**.

It is recommended that you Join using your Glow Office 365 account.

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To join as a **Guest**, enter your name and click on **Join**.
(This allows you to invite others out with Glow to your meetings).



Welcome

Enter your name

User

Join

Sign in if you have an Office 365 account

[Use my Skype for Business desktop app instead](#)

- Click on **Sign in if you have an Office 365 account**.
- Select an account to sign in with or type in your Office 365 address e.g. username@glow.sch.uk

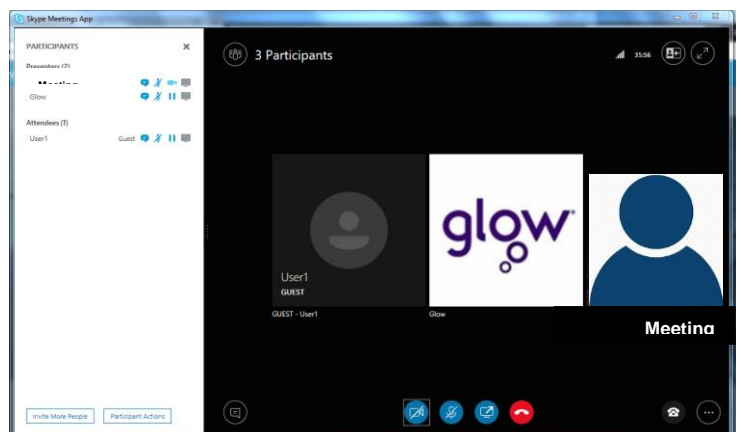
This will take you to the Glow sign in page.

- Log in to Glow as usual.

The **Skype Meetings app** will open and allow you to join the meeting.

See the following **Quick Start Guide for the Skype Meetings App**:

<https://support.office.com/en-us/article/quick-start-skype-meetings-app-skype-for-business-web-app-0db361c8-adcb-419c-931a-40ac4aafd44e>



Installing and using the Skype Meetings App (web)

Skype Meetings App and Skype for Business Web App are browser-based meeting apps that you use to join Skype for Business meetings without the need to have Skype for Business installed.

If you are using a device that doesn't have Skype for Business installed or want to join with the web app instead click on **Install and/Join with the Skype for Business Meetings App (web)**

Tip: *If this is the first time you have joined a Skype for Business online meeting the **Skype for Business Web App plug-in** is required for audio, video, and screen sharing during a Skype Meeting.*

You may have to contact your local authority if you are using one of their devices and don't have sufficient privileges to download the plug-in.

Help with the Skype for Business Web App plug-in is here:

<https://support.office.com/en-gb/article/Trouble-installing-the-Skype-for-Business-Web-App-plug-in-958fc5f1-2d6f-42e3-815d-a9516c591274>