This document is designed to provide initial instructions for **external participants** to join a Bill & Melinda Gates Skype for Business meeting. **Foundation Employees**, find internal help [here](#).

<table>
<thead>
<tr>
<th>Access Method</th>
<th>Tools</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web browser: Option 1: Without installing the Skype Web App</strong></td>
<td><img src="#" alt="Internet Explorer" /> <img src="#" alt="Safari" /> <img src="#" alt="Firefox" /> + <img src="#" alt="Phone" /></td>
<td>Audio over phone plus online view of some Skype for Business content</td>
</tr>
<tr>
<td><strong>Web browser: Option 2: With installing the Skype Web App</strong></td>
<td><img src="#" alt="Internet Explorer" /> <img src="#" alt="Safari" /> <img src="#" alt="Firefox" /></td>
<td>Full Skype for Business functionality through a web browser</td>
</tr>
<tr>
<td><strong>Web browser: Option 3: With installing Skype Web App required</strong></td>
<td><img src="#" alt="Chrome" /> <img src="#" alt="Microsoft Edge" /></td>
<td>Full Skype for Business functionality through a web browser</td>
</tr>
<tr>
<td><strong>Smartphone Mobile Application</strong></td>
<td>Any mobile device with internet access</td>
<td>Most Skype for Business functionality through a mobile app</td>
</tr>
<tr>
<td><strong>Dial-in Conferencing</strong></td>
<td>Any phone</td>
<td>Audio only, cannot view videos or content</td>
</tr>
<tr>
<td><strong>Room-to-Room Video Teleconference</strong></td>
<td>VTC Room</td>
<td>Audio, Video, and Presentation</td>
</tr>
</tbody>
</table>
WEB Option 1: Join **without** installing the Skype Web App plug-in

**Experience:** Audio over phone plus online view of PowerPoint presentation, instant message, whiteboard and Q&A. No video or screen sharing.

**Note:** Skype for Business meetings work with the Skype Web App which is available to anyone; it does not work with “personal” Skype.
WEB Option 2: Join with installing the Skype Web App plug-in

Experience: Full Skype for Business functionality through a web browser, including audio, video, PowerPoint, Desktop sharing, instant message, and more.

Note: Skype for Business meetings work with the Skype Web App which is available to anyone; it does not work with “personal” Skype.
WEB Option 3: Join with installing the Skype Web App plug-in

Experience: Full Skype for Business functionality through a web browser, including audio, video, PowerPoint, Desktop sharing, instant message, and more.

Note: Skype for Business meetings work with the Skype Web App which is available to anyone; it does not work with "personal" Skype.
SMARTPHONE: Join with Skype for Business Mobile App

Experience: Most Skype for Business functionality through a mobile app. Includes audio, video, PowerPoint, Desktop sharing, and instant message.

1. **Join Skype Meeting**
   - In Calendar invite: click to install or launch Skype for Business Mobile App

2. **Sign In**
   - Welcome to Skype for Business, the app formerly known as Lync.

3. **Join Meeting**
   - Enter your name

4. **Connected to the meeting**
Dial-In Conferencing (Audio only)

Experience: Audio only, cannot view videos, presentations, etc.

→ Join Skype Meeting
  Trouble Joining? Try Skype Web App

1. Join by phone

   - 4006240468 "China All Cities" (Region)
   - +91 11 3378 1635 "India" (Region)
   - +234 0 14405224 "Nigeria Lagos" (Region)
   - 0800982830 "South Africa" (Region)
   - 08003761896 "United Kingdom" (Region)
   - +1 (877) 320-5879 "United States" (Region)

   Find a local number

2. Conference ID:#########  Secondary: 7233882074

   Use the Conference ID when prompted, Secondary ID is only needed if prompted.

   Use Conference ID to join by Phone or VTC. See Help link for more information.

Note: You will hear “If you are the leader, press *” – you can ignore this prompt and you will join audio shortly after the prompt. There may be up to a 15 second delay before you are connected to the meeting.
Room-to-Room Video Teleconference

Experience: Audio, Video, and Presentation

→ Join Skype Meeting
  Trouble Joining? Try Skype Web App

Join by phone

4006240468 "China All Cities" (Region)
+91 11 3378 1635 "India" (Region)
+234 01 440 5224 "Nigeria Lagos" (Region)
0800982830 "South Africa" (Region)
08003761896 "United Kingdom" (Region)
+1 (877) 320-5879 "United States" (Region)

Find a local number

Conference ID:##########

Use the Conference ID from the meeting invitation

Use Conference ID to join by Phone or VTC. See Help link for more information.
Best Practices

• **Pre-install the apps**: You can click the online meeting link in the meeting request any time in advance to install the Skype Web App. This is a one-time install!

• **Quick Test**: First time using Skype for Business Web App? Request a quick test meeting to make sure you can join.

• **Microphone/Speakers**: For better audio quality use a headset rather than computer microphone and speakers if possible.

• **Mute**: Mute your audio when not speaking.

• **Poor internet connection?** Use the dial-in numbers with the Conference Code for the audio portion of the call. Also consider turning off your video.

• **Ending meeting**: When the meeting is over, press ‚Äî > Exit Meeting or close the browser window to leave.

Presenting content

• Ask your meeting organizer to make you a presenter so you can share your screen or content.

• You must be using the web browser with the plug-in installed for this functionality to be available.