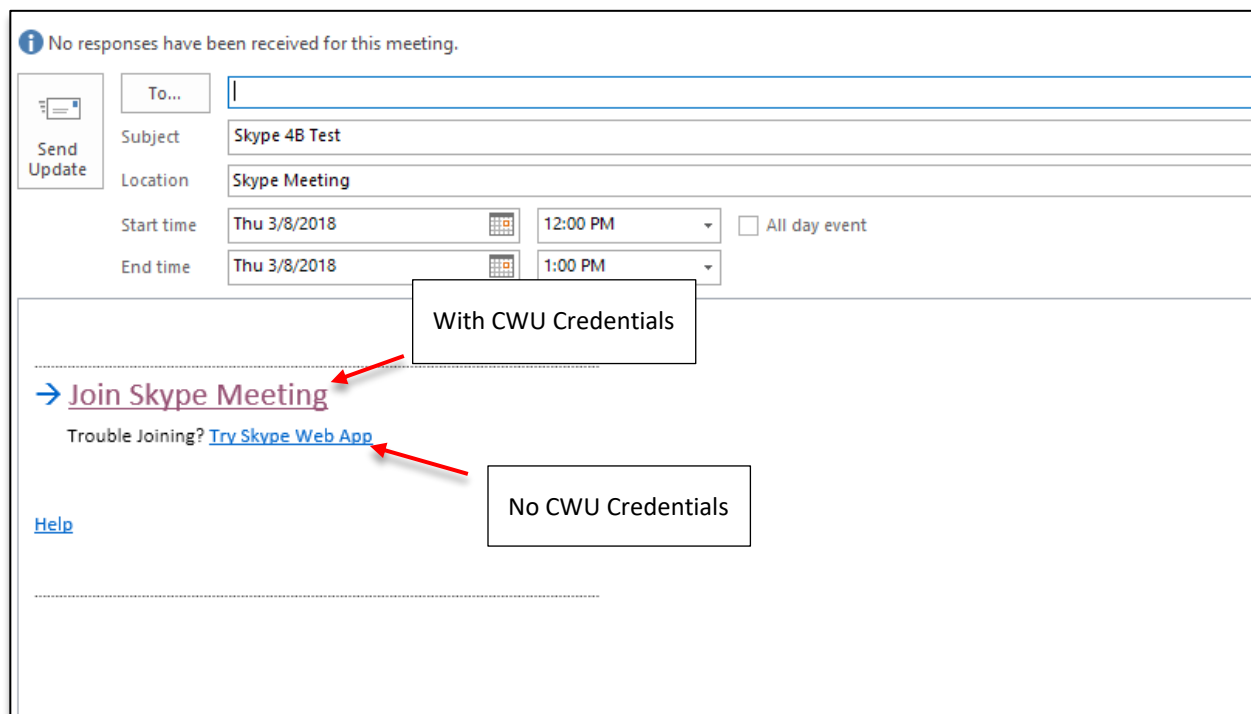


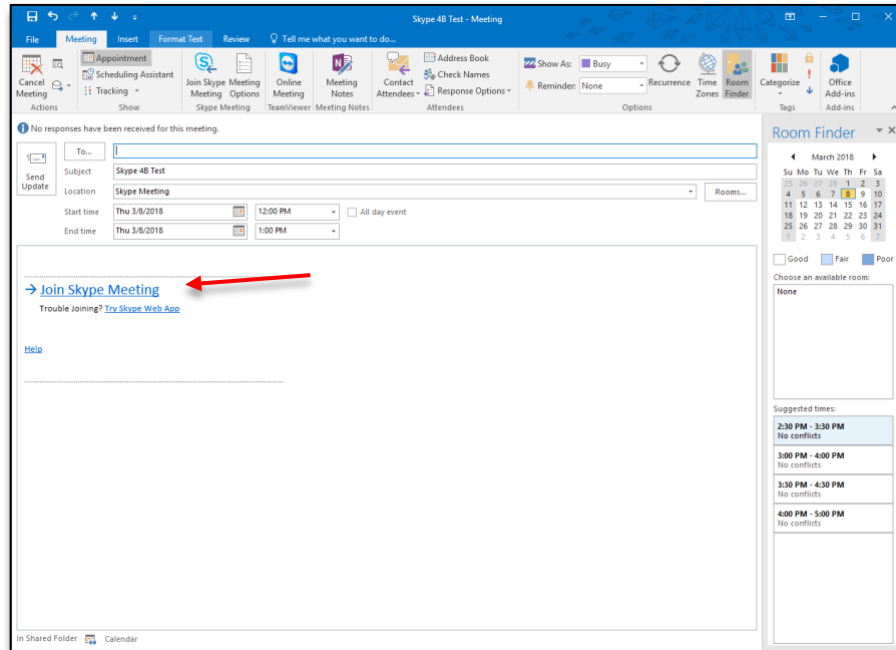
Launching a Skype for Business Meeting on Windows using the Skype for Business Desktop Client

General Set-up Guidelines

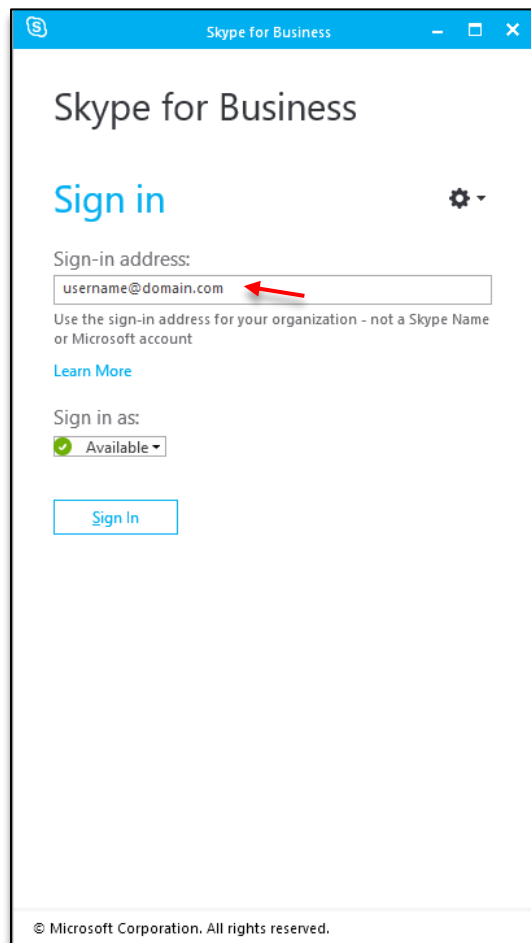
- Skype for Business works best on a PC.
- *Skype for Business* is a different program than *Skype*. They do not work together.
- If you have CWU credentials, launch the meeting using the Skype for Business Desktop, available to all faculty, staff and students. (Contact CWU Service Desk for installation questions 509-963-2001).
- If you do not have CWU credentials use the Skype Meetings App.



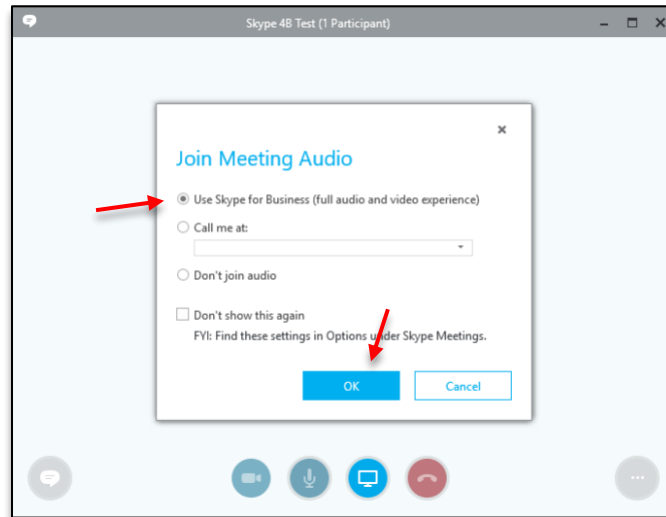
1. Open the email invitation and click on the 'Join Skype Meeting'.



2. The Skype for Business application, if it is installed, will open or it will prompt to install.
3. Enter your **CWU email address** with username@cwu.edu and 'Sign In'.



4. It is recommended to join meeting audio using Skype for Business. Once you have chosen how to connect your audio, click the 'OK' button.



5. Once the Skype for Business meeting is open, you can use the icons along the bottom to (from left to right) turn on/off your camera, microphone, screen-sharing/presenting or to leave the meeting.

