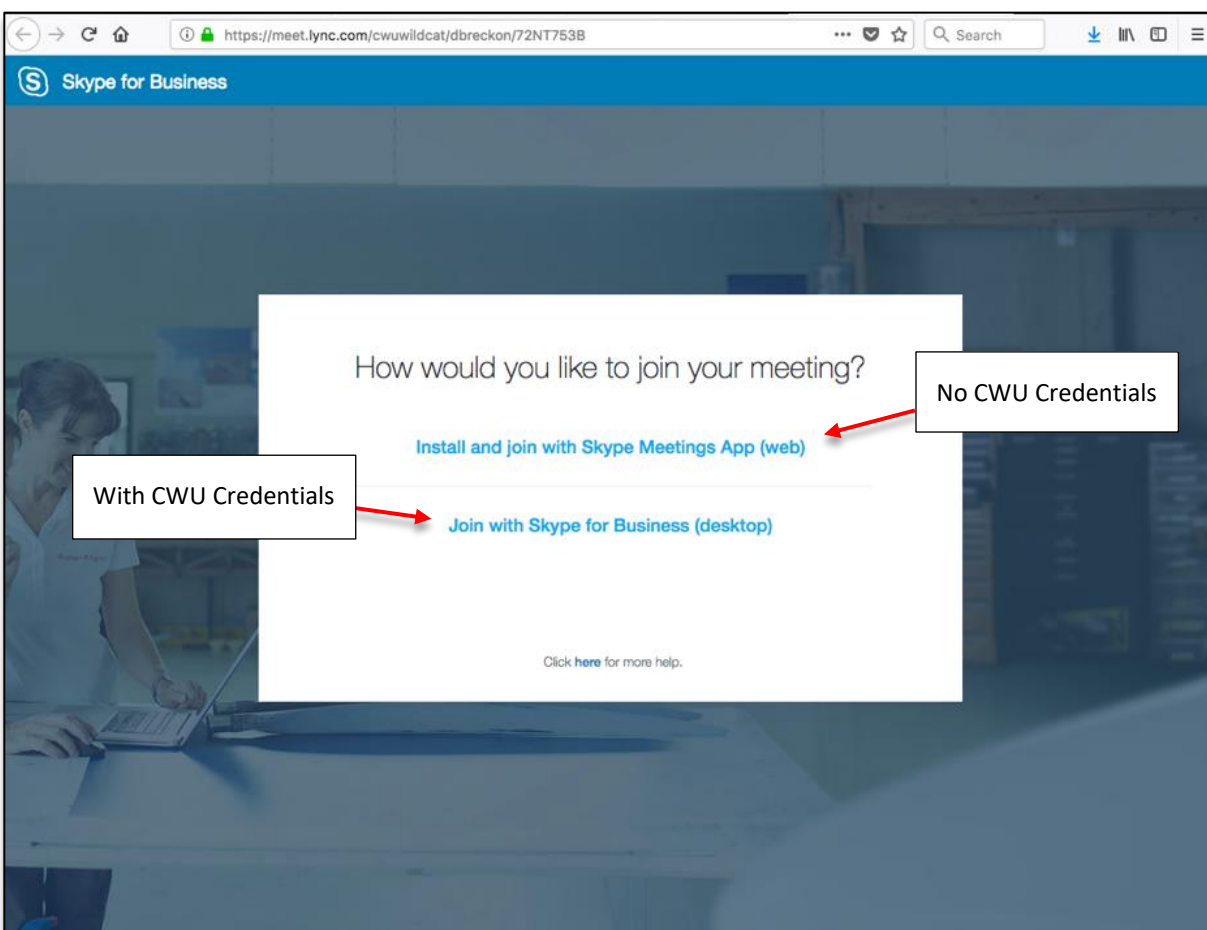


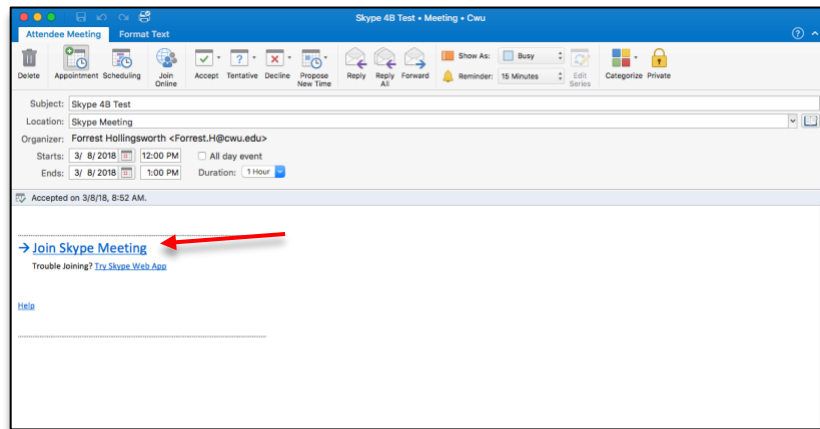
Launching a Skype for Business Meeting on Mac using the Skype Meetings App (Web)

General Set-up Guidelines

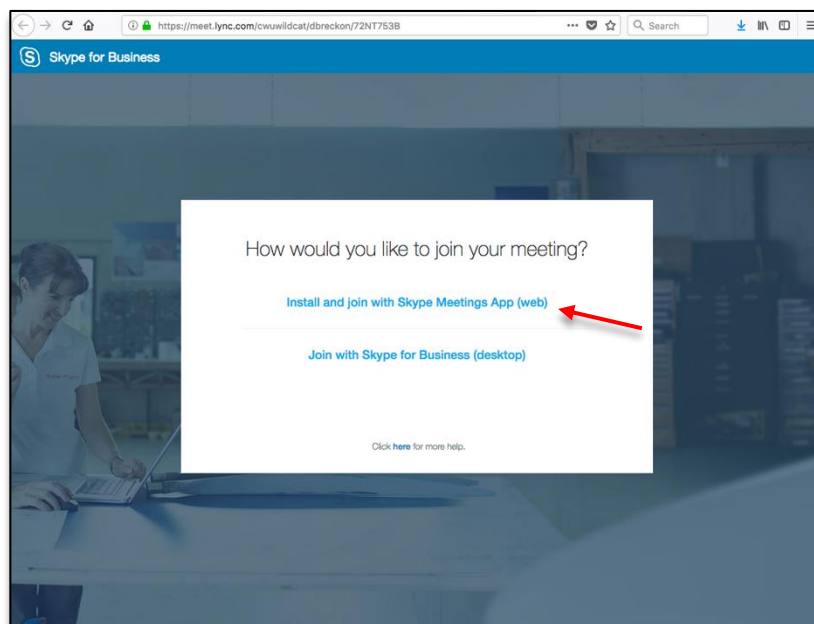
- Skype for Business works best on a PC.
- *Skype for Business* is a different program than *Skype*. They do not work together.
- If you have CWU credentials, launch the meeting using the Skype for Business Desktop, available to all faculty, staff and students. (Contact CWU Service Desk for installation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



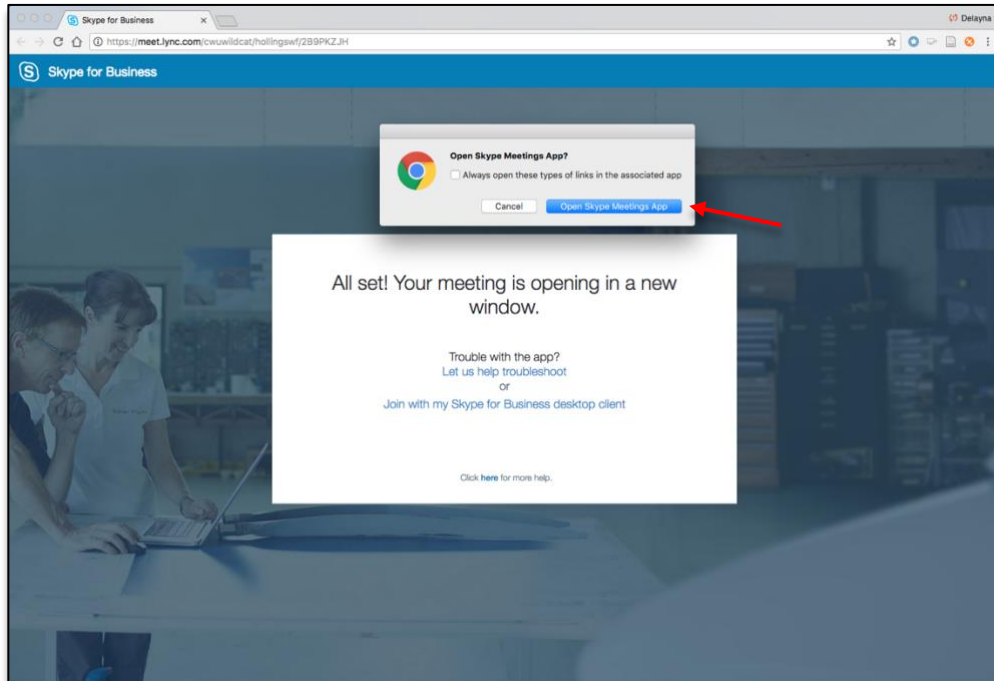
1. Open the email invitation and click on the 'Join Skype Meeting'.



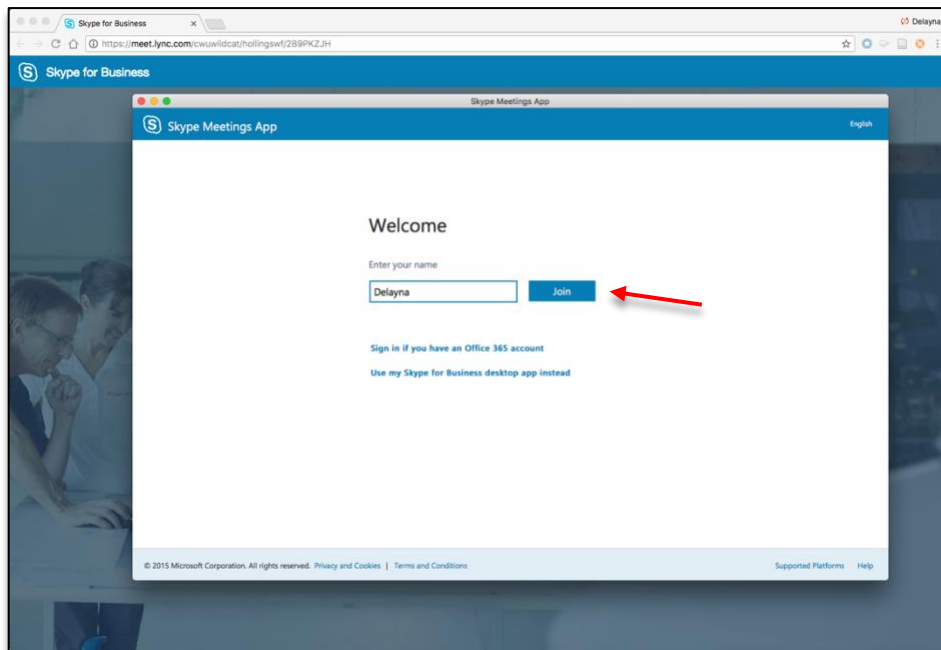
2. Choose the 'Install and Join with Skype Meeting App (web)'. Follow instructions for downloading and installing the web app.



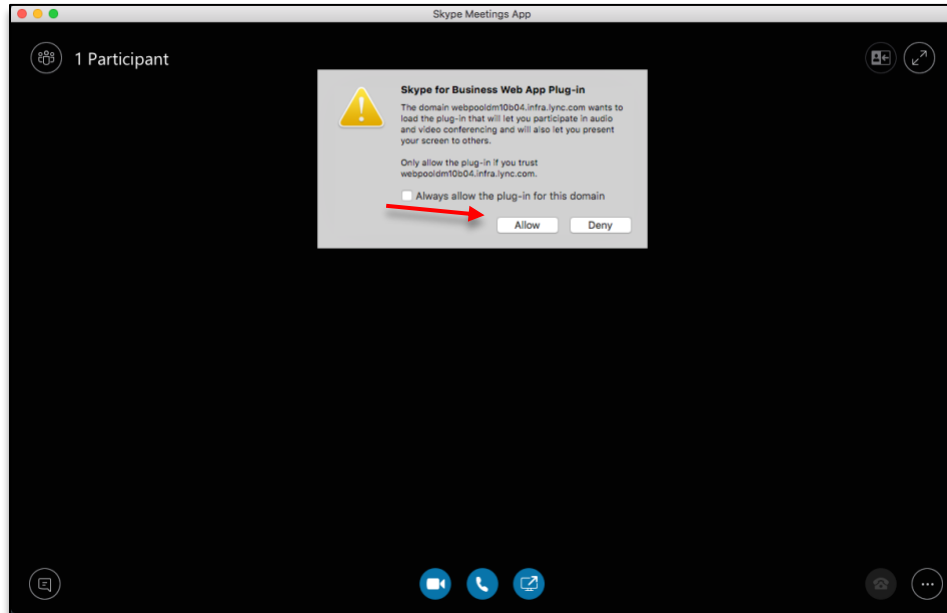
3. Once the web app is installed, click 'Open Skype Meeting App' to open.



4. Enter your name as you want it to be displayed in the meeting and click 'Join'.



5. Allow the Skype for Business Web App plug-in.



6. 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 or to leave the meeting.

