

Launching a Skype for Business Meeting on Windows 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.

The screenshot shows a meeting invitation window. At the top, a message states: "No responses have been received for this meeting." Below this is a "Send Update" button. The invitation details include: "To..." (empty), "Subject: Skype 4B Test", "Location: Skype Meeting", "Start time: Thu 3/8/2018 12:00 PM", "End time: Thu 3/8/2018 1:00 PM", and an "All day event" checkbox. Below the details, there are two main options: a red arrow points from a box labeled "With CWU Credentials" to the "Join Skype Meeting" link, and another red arrow points from a box labeled "No CWU Credentials" to the "Try Skype Web App" link. A "Help" link is also visible at the bottom left.

No responses have been received for this meeting.

Send Update

To... |

Subject Skype 4B Test

Location Skype Meeting

Start time Thu 3/8/2018 12:00 PM All day event

End time Thu 3/8/2018 1:00 PM

→ [Join Skype Meeting](#)

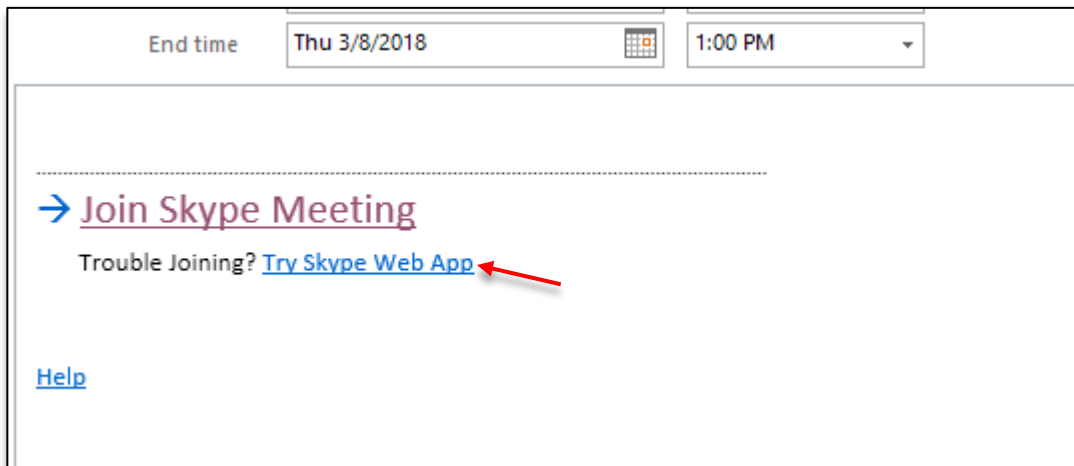
Trouble Joining? [Try Skype Web App](#)

[Help](#)

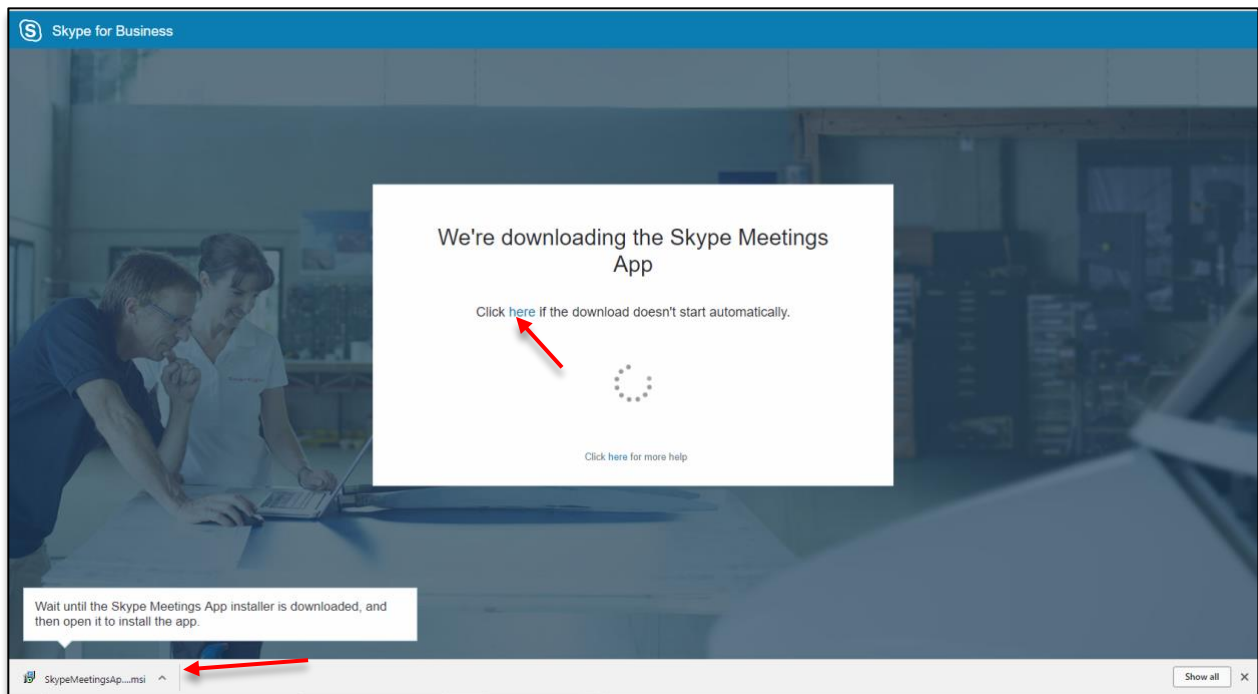
With CWU Credentials

No CWU Credentials

1. Open the email invitation and click on the 'Try Skype Web App' option.

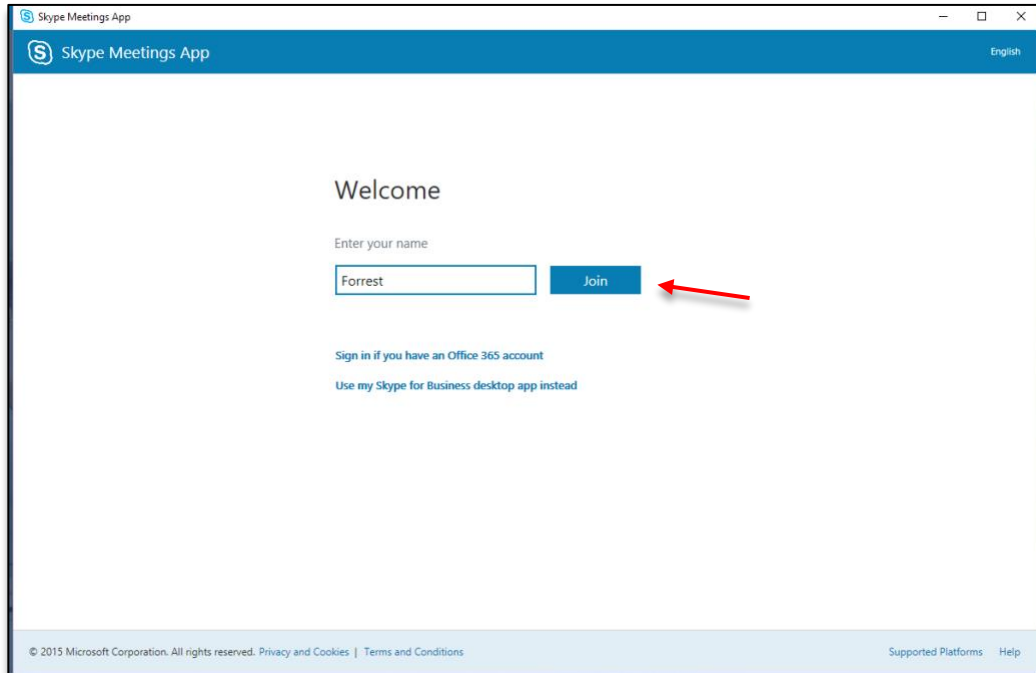


2. Your default web browser will open and begin downloading the 'Skype Meetings App' automatically. If it does not, click on the option at the center of the page.

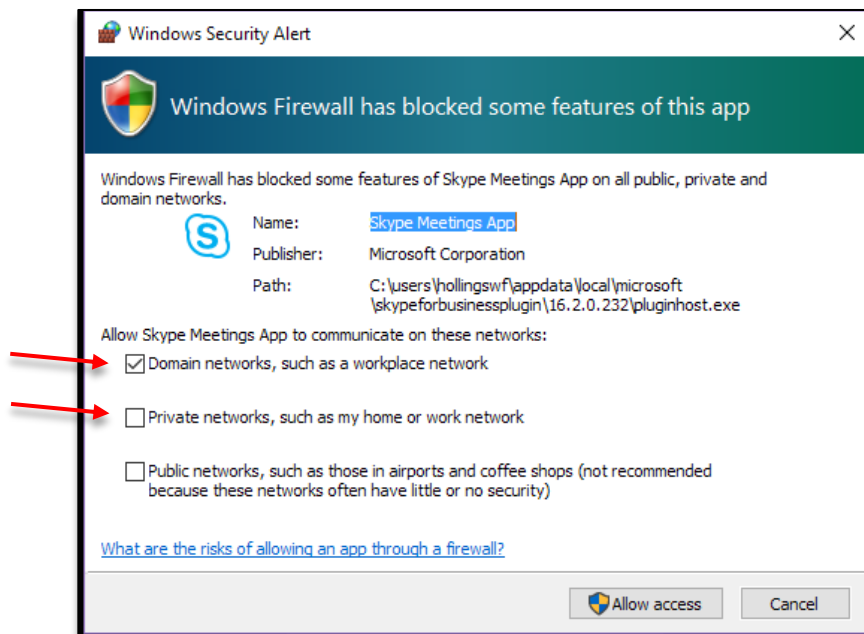


3. Once the web app is installed, click the 'SkypeMeetingApp.msi' file at the bottom left of your screen to open.

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 through your Windows Firewall at the Domain or Private network level depending on where you are connecting from.



- 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.

