

conferencing with external partners

Participate a **Skype for Business** meeting

The screenshot shows a Skype meeting invitation interface. It includes a 'Join Skype Meeting' link, a 'Trouble Joining? Try Skype Web App' link, a 'Join by phone' section with a toll number (+4969365057514) and access code (57009148), a 'Find a local number' link, a 'Conference ID: 57009148' field, and a 'Forgot your dial-in PIN? | Help' link. Colored callout boxes highlight these elements: a purple box around 'Join Skype Meeting', a pink box around 'Trouble Joining? Try Skype Web App', a blue box around 'Join by phone', a light blue box around 'Find a local number', a light green box around 'Conference ID: 57009148', and a light blue box around 'Forgot your dial-in PIN? | Help'.

HOW TO: JOIN **SKYPE FOR BUSINESS** MEETING FROM INVITATION

1. Click on **Join Skype Meeting** to participate immediately.
2. A Skype Meeting window will be open.

HOW TO: SKYPE WEB APP TESTEN

1. Click on **Try Skype Web App**.
2. Enter your name in the blank.
3. Select **Install Lync Web App plug-in**.
4. Click on **Join the meeting**.
5. You will be forwarded to the **Skype for Business** Meeting.

HOW TO: DIAL IN VIA PHONE TO THE CONFERENCE

1. Select a telephone number listed in the invitation or click on **Find a local number** to search for a suitable dial-in.
2. After you listened to the welcome message enter the Conference ID and confirm with **#**.
3. Ignore the message to enter *****.
4. Say your name and confirm with **#**.
5. You will be transferred to the conference.