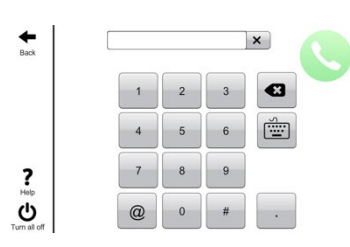


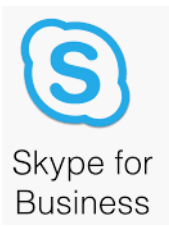




Participate in a meeting/lecture by using Skype for Business – as an external participant also

Steps	Description	Activity
Call	<p>Choose how to call</p> <p>Call from your computer – if you have Skype for Business</p> <ul style="list-style-type: none">Via Skype for Business client: <p>Open the meeting request in the calendar and click on the 'Join online meeting' link <i>Guide for how to start the Skype for Business client</i> Windows - macOS</p> <p>Call from your computer – if you don't have Skype for Business</p> <ul style="list-style-type: none">Via Skype Web App: <p>Open the meeting request in the calendar and click on the 'Try Skype Web App' link. Follow the installation guide. <i>Guide for how to start the Skype Web App</i> Windows - macOS</p> <p>Skype Web App can be used if you don't have a Skype for Business username</p> <p>Call from a meeting room with videoconferencing facilities</p> <ul style="list-style-type: none">Via videoconferencing facility in the room:	<p>Join online meeting Trouble Joining? Try Skype Web App</p> <p>Join online meeting Trouble Joining? Try Skype Web App</p> <p>Find a local number</p> <p>Conference ID: 804038 Forgot your dial-in PIN? Help Legal</p> 



	<p>Conference-ID from the meeting request is typed into 'Manual Dial' on the touch panel. To call, press the green button.</p> <p>Extended guide to start-up the videoconferencing system: Link for guide</p> <p>Call from your phone</p> <ul style="list-style-type: none">• Via phone (audio only): <p>Dial the phone number received in the request and enter the conference ID.</p> <p>Call from your mobile phone/tablet</p> <ul style="list-style-type: none">• Via an application on a phone/tablet: <p>Download the Skype for Business app on App store (for iPhones/iPads) or on Google Play (For Android/tablets). Note: Can only be used if you have a Skype for Business account</p>	<p>Join by phone</p> <p>+4599407010 (AAU_Konferencin)</p> <p>Find a local number</p> <p>Conference ID: 60250</p> <div data-bbox="1029 622 1152 757"><p>App Store</p></div> <div data-bbox="1029 801 1152 936"><p>Google Play</p></div> <div data-bbox="1216 667 1385 891"><p>Skype for Business</p></div>
--	--	--

Tips and Tricks:

- As far as possible, make sure you are connected a cable instead of wireless internet connection. This provides a more stable connection. It is recommended to have a connection with a minimum of 4MB bandwidth.
- If possible, it is recommended to carry out a test with the external participant (or participants). Check the stability of their internet connection, clarify which operating system they use and test it with the Skype for Business call-method the participant will be using to join the meeting.



- If available, use a headset of high quality so that the audience avoids echo-sounds. Mute your microphone if you are only participating to listen.