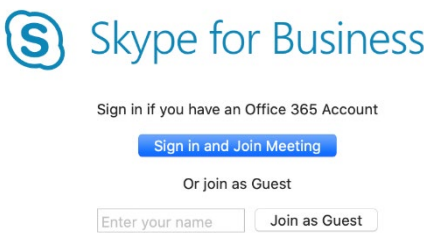
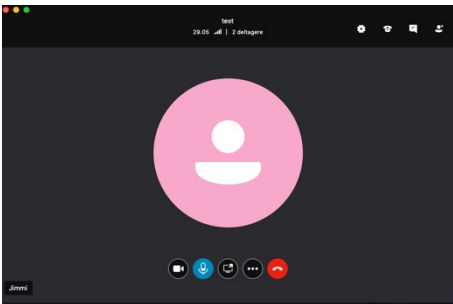





Participate via Skype for Business if you do not have a Skype for Business account – macOS

Steps	Description	Activity
Installation	Open the meeting request that you received in Outlook	
	Tap the ' Try Skype Web App ' link. This will open a link in your browser.	Join online meeting Trouble Joining? Try Skype Web App
	<ul style="list-style-type: none">- Tap the "Download and install Skype for Business" link.- If you have already installed Skype for Business, click on the link saying 'Here'-	How would you like to join your meeting? Download and install Skype for Business. Already Installed? Click here to join with Skype for Business
	The Skype for Business Application will then open. Enter your name, and then tap "Join as guest".	
Begin/participate in the meeting	You are now participating the meeting.	



Show your presentation with the Web App	To show presentations through the app, you must be listed as a 'presentation host'. This can only be done by the one who requested the meeting, after the meeting has begun.	
End the meeting	Press the red button.	

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 available, use a headset of high quality so that the audience avoids echo-sounds. Mute your microphone if you are only participating to listen.
- Consider the size of your elements in your presentation. Make sure that text and graphical elements are clear.