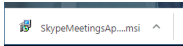




## Participate via Skype for Business if you do not have a Skype for Business account – Windows

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.	<a href="#">Join online meeting</a> Trouble Joining? <a href="#">Try Skype Web App</a>
	Tap the "Install and join with Skype meeting-App (Web)" link, then click on file "SkypeMeetingsApp.msi" and follow the installation instructions.	How would you like to join your meeting?  <a href="#">Install and join with Skype Meetings App (web)</a> <small>Already installed? Click here to join with Skype Meetings App (web)</small>  <a href="#">Join with Skype for Business (desktop)</a>  
The Skype for Business program will open, and you can enter your name. Then tap "Join"	Welcome Enter your name <input type="text"/> <input type="button" value="Join"/>  <small>Sign in if you are from the organizer's company</small> <small>Use my Skype for Business desktop app instead</small>	



<b>Begin/participate in the meeting</b>	You are now attending the meeting.	
<b>Show your presentation with the Web App</b>	To show presentations through the app, you must be listed as a <b>presentation host</b> . This can only be done by the one who requested the meeting, after the meeting has begun.	
<b>End the meeting</b>	Press the red button.	

**Kommenterede [SMR1]:** Tror Skype bruger nogle andre betegreber

**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.