# Participate in a Skype for Business meeting/exam if you have a Skype for Business account for Windows

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Skype for Business</td>
<td>If your Skype for Business application is not already opened, you need to open it.</td>
<td><img src="image" alt="Skype for Business 2016 Desktop app" /></td>
</tr>
<tr>
<td>Select and test your audio device</td>
<td>Under features, select settings for audio devices. Select your audio device. This could be a headset (recommended if you are sitting alone at your computer), a desk microphone with a built-in speaker (recommended if multiple people are sitting by the same computer), or the built-in speaker and microphone on your computer, in case the other options are unavailable (as the built-in speaker and microphone provide poor sound quality). Under ‘Speaker’ and ‘Microphone’, you can adjust the sound by dragging the blue bars.</td>
<td><img src="image" alt="Select and test audio device" /></td>
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</tbody>
</table>
### Log in to the meeting/exam

By clicking the Meeting icon in Skype for Business, you will get an overview of that day's meeting. Skype for Business meetings are indicated by a blue text. Double-click on the meeting you are joining.

Click ‘OK’ in the dialog box that opens, and you will enter the meeting. It is recommended to choose the ‘Use Skype for Business (full audio and video experience)’ option.

### Join Meeting Audio

- Use Skype for Business (full audio and video experience)
- Call me at:
- Don't join audio
- Don't show this again

FYI: Find these settings in Options under Skype Meetings.

### Who participates

Click on the icon in the upper-left corner

This opens an additional window with an overview of the participants.

### Turn your camera on or off

To turn your camera on or off, tap the camera icon.

### Turn your microphone on or off

To turn your camera on or off, tap the microphone icon.
You can share content from your computer during the meeting by tapping this icon.

**Tips and Tricks to get the best meeting-experience**

- 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.