

Joining a Skype event for external delegates

This guidance is for delegates who are not WSCC members of staff and includes links to support you in accessing Skype for Business for the purpose of attending training events set up by Learning & Development at West Sussex County Council.

Join the event at least 15 minutes prior to the given start time to ensure that you are set up successfully and ready to start.

Included are useful help links to the Skype website.

Joining with Skype for Business

1. Open Skype invitation:

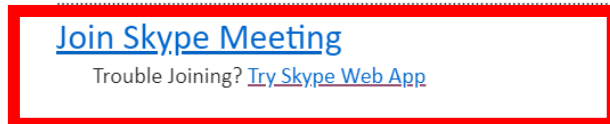
- If you have 'Skype for Business' (not Skype), click on "Join Skype Meeting" and you will be taken straight through to the meeting

Joining with the Skype Web App

1. Open Skype invitation:

- If you don't have 'Skype for Business', click on "Try Skype Web App" and follow the below instructions

<https://support.microsoft.com/en-us/office/join-a-skype-for-business-meeting-with-skype-meetings-app-skype-for-business-web-app-4828ad18-ed21-422a-a870-94d676d4b72a>



Join by phone

0330 2222 000 (ext 22000),,3822350# (Chichester)

English (United Kingdom)

[Find a local number](#)

Conference ID: 3822350

[Forgot your dial-in PIN?](#) | [Help](#)

2. Click on "Skype for Business Web App plug-in"

Skype for Business Web App

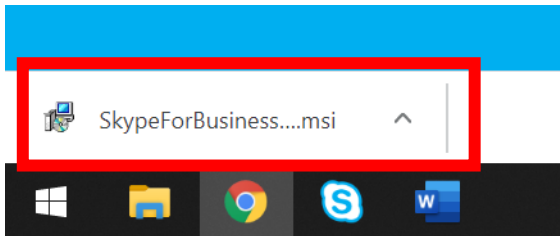
To join the meeting using the Skype for Business Web App:

- 1 Download and install the [Skype for Business Web App plug-in](#)
- 2 After installation, click on [Join the meeting](#)
- 3 Skype for Business Web App will open in a new window

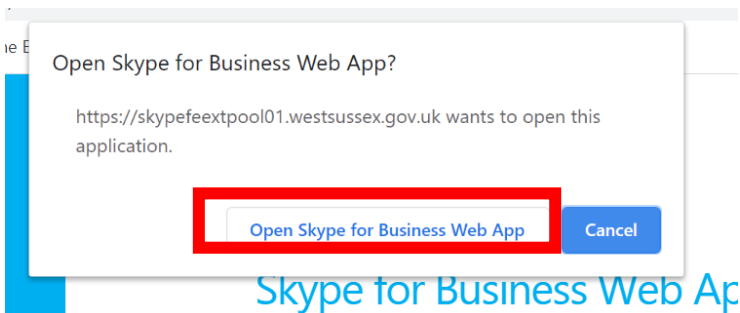
By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

Join using Skype for Business client or Lync client

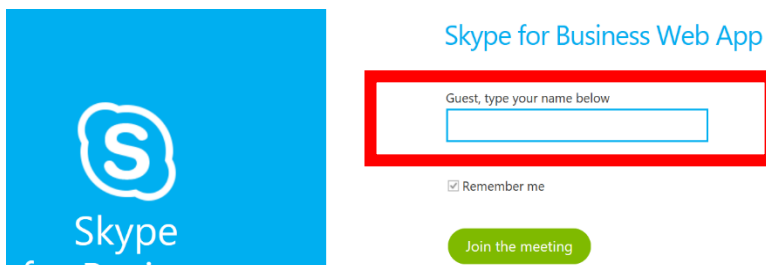
3. Click on the download to open



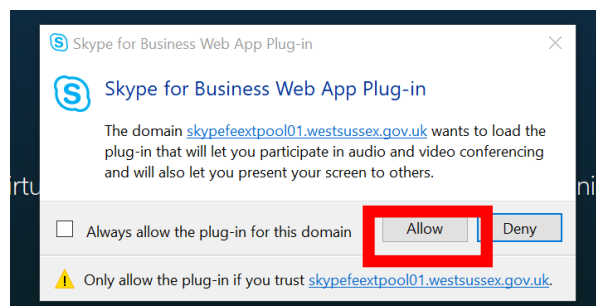
4. Click "Open Skype for Business Web App"



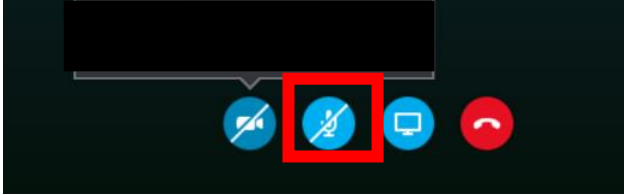
5. Type your name and click on "Join the meeting"



6. Click "Allow"



7. Once you are logged into the call, ensure that audio is enabled, but not video.



Joining from a smartphone

First you must download the app and then join using the link in the meeting invite. You don't login, you join as a guest from a phone or computer.

Apple

<https://support.microsoft.com/en-us/office/join-a-skype-for-business-meeting-from-your-mobile-device-without-a-skype-for-business-account-90e59db5-2801-4284-80a7-0e87ec479273>

Android

https://support.microsoft.com/en-us/office/join-a-skype-for-business-meeting-from-your-mobile-device-without-a-skype-for-business-account-90e59db5-2801-4284-80a7-0e87ec479273#OS_Type=Android