

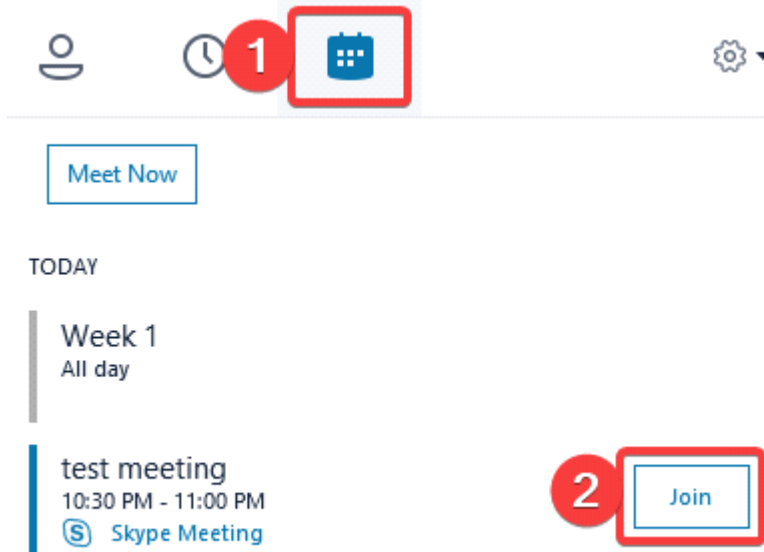
Joining a Meeting v1.0

Friday, March 13, 2020 5:21 PM

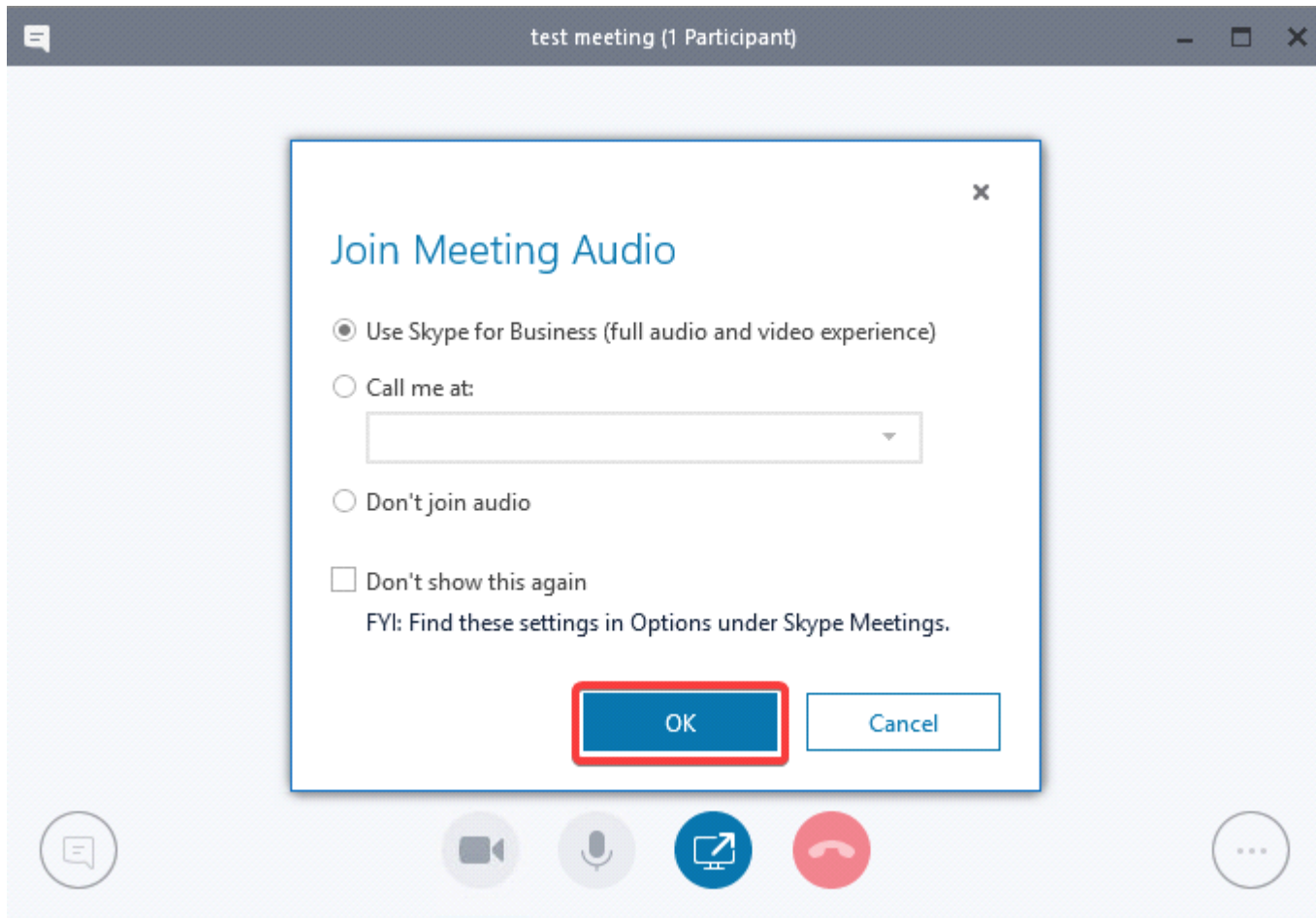
How to join a meeting

From Skype on Computer

1. Click the Calendar icon **1**, then find the meeting and click **Join** **2**



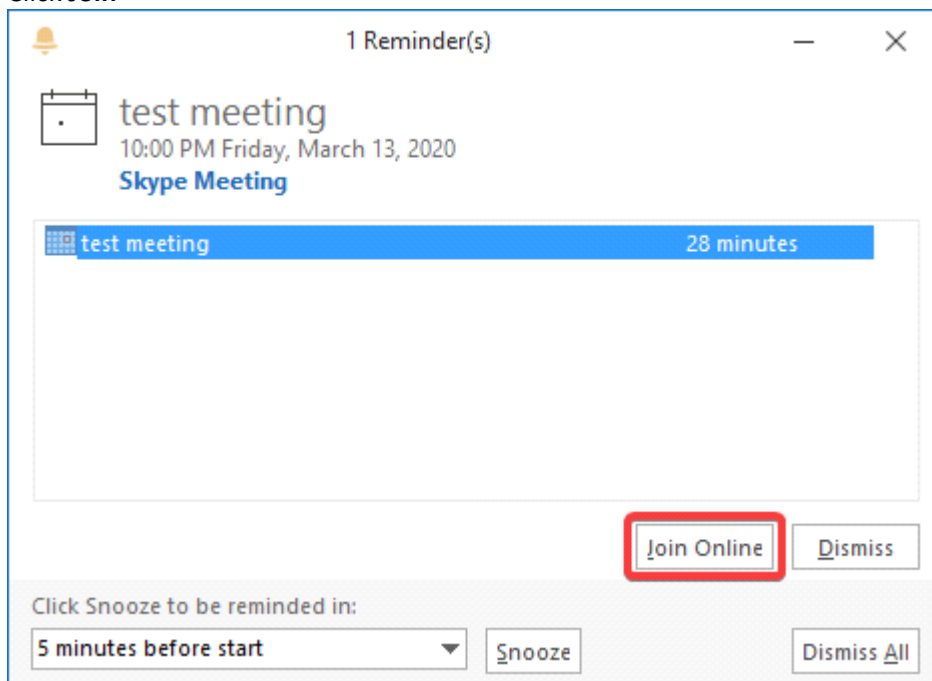
2. A popup will appear asking for how to handle sound



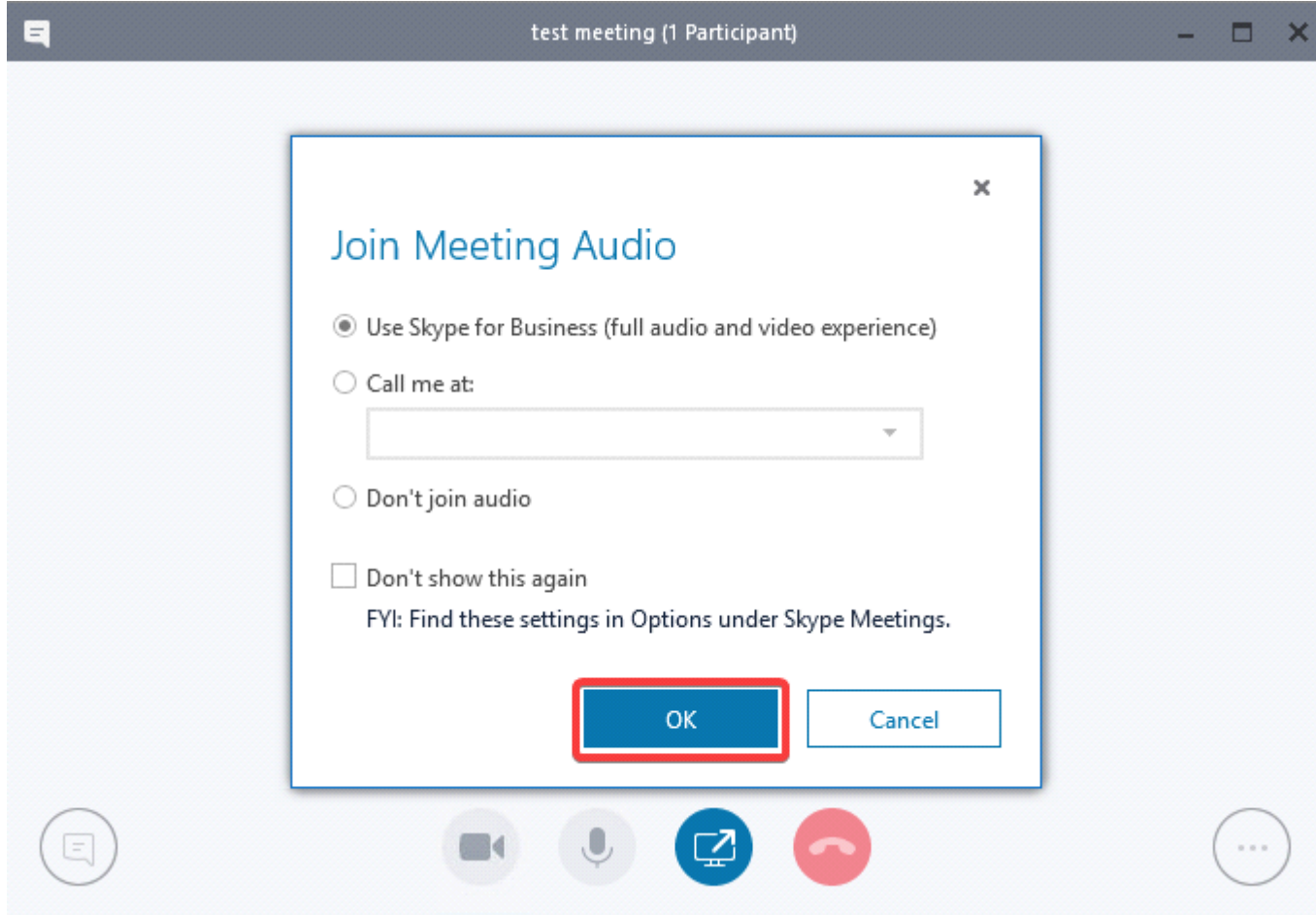
3. The default is to use the computer audio through Skype, so click OK
4. Skype will open the meeting, and you can listen in

From an Outlook Reminder

1. Click **Join**



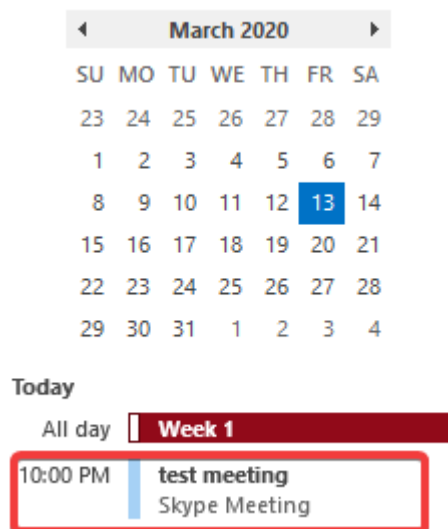
2. A popup will appear asking for how to handle sound



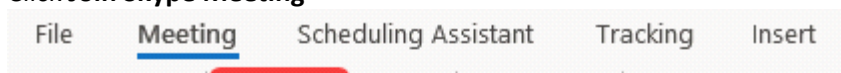
3. The default is to use the computer audio through Skype, so click OK
4. Skype will open the meeting, and you can listen in

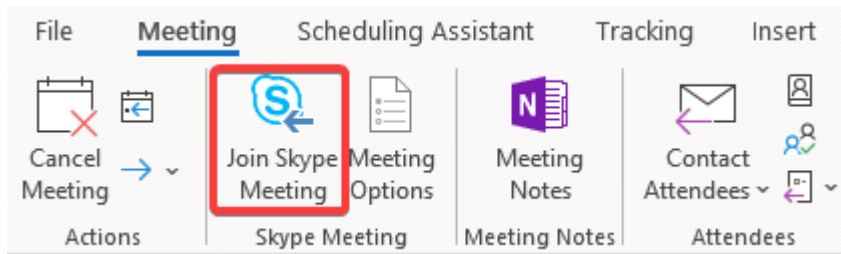
From Outlook

1. Find the meeting, either in the sidebar or the calendar and double click to open the meeting

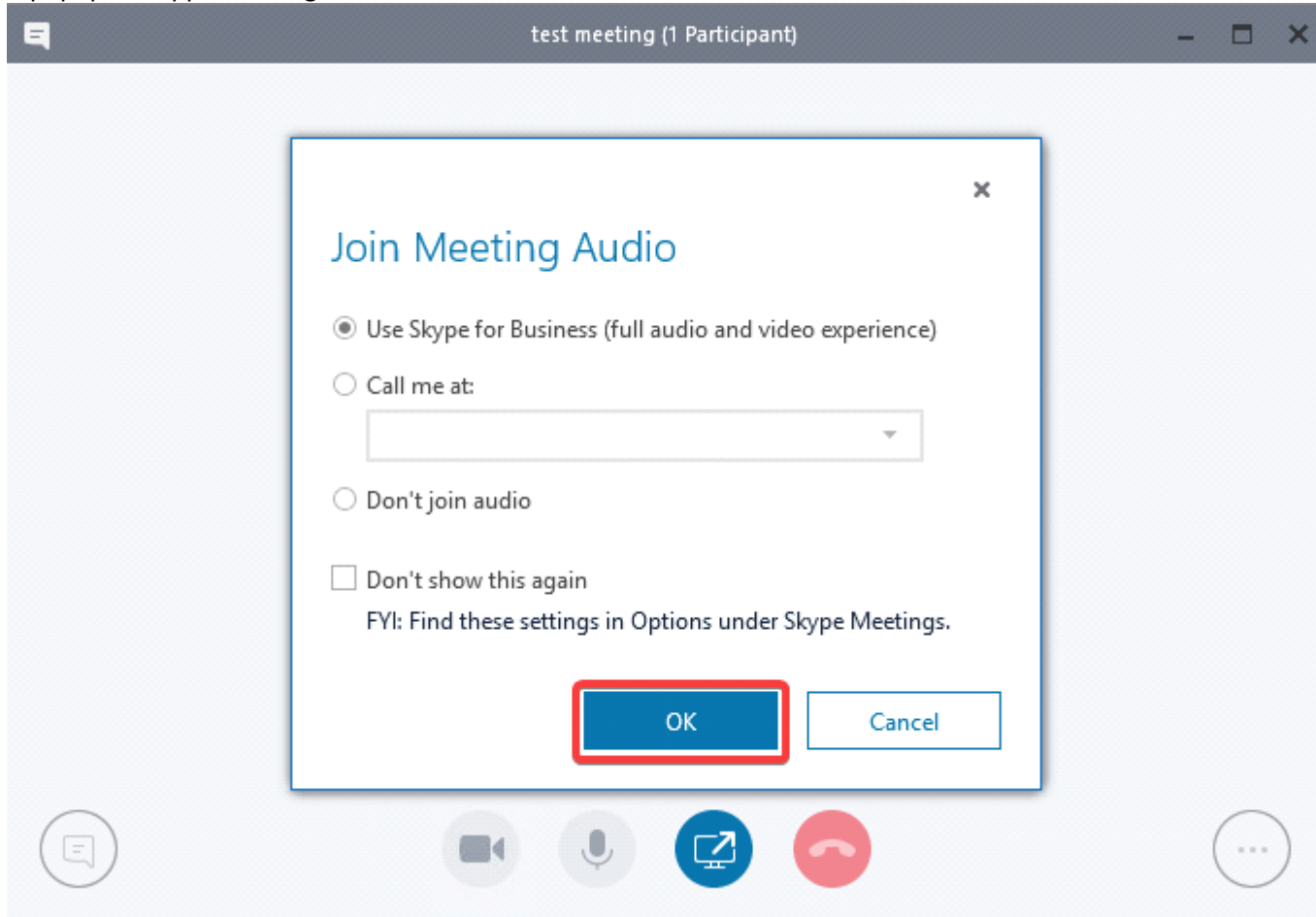


2. Click **Join Skype Meeting**





3. A popup will appear asking for how to handle sound



4. The default is to use the computer audio through Skype, so click OK

5. Skype will open the meeting, and you can listen in

From Somewhere Else

1. .
2. .
3. .
4. .
5. .

1

2