## Joining a Skype Meeting

To join a skype meeting:

1. From the Outlook Meeting Invite **Click** on the link <u>Join Skype Meeting</u>. To join the meeting without a computer use one of the phone numbers listed on the Meeting Invite under **Join by Phone** 

i) You haver This appo	n't sent this meetir pintment conflicts	ng invitation yet. with another one on yo	ur calen	dar.			
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Send	Required						
2	Optional						
F	Start time	Mon 3/9/2020	÷	3:30 PM 👻	🗖 All day	lay 🔲 👲 Time zones	
1	End time	Mon 3/9/2020	Ē	4:00 PM 👻	🕂 Make	te Recurring	
1 2	Location	Skype Meeting					
Join Sky Trouble Jo	pe Meeting pining? <u>Try Skype</u>	g Web App					
Join by pho	one						
615-421-8800,,7816673# (Vanderbilt University)				English (United Stat	es)		
1-855-320-3551,,7816673# (Vanderbilt University)			English (United States)				
1-888-478-3211,,7816673# (Vanderbilt University)			English (United States)				
615-421-8999,,7816673# (Vanderbilt University)			English (United States)				
615-421-8620,,7816673# (Vanderbilt University)			English (United States)				
1-855-320-35	52,,7816673# (Va	nderbilt University)		English (United Stat	es)		
Find a local nu	umber						
Conference ID	): 7816673						
Forgot your d	ial-in PIN? Help						
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2. Select your audio preference and Click OK.

9	Conversation (2 Participants)	- 🗆 ×
	x Join Meeting Audio  Use Skype for Business (full audio and video experience) Call me at	
	<ul> <li>Don't join audio</li> <li>Don't show this again</li> <li>FYI: Find these settings in Options under Skype Meetings.</li> <li>OK Cancel</li> </ul>	
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3. You will be placed in the virtual meeting where you can see content shared with the participants of the meeting. To see a list of connected participants **Click** the <u>people icon</u> in the top left corner of screen.



4. From this view you have access to full Skype functionality.

