Joining a Skype Meeting

To join a Skype meeting:

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

2. Select your audio preference and Click OK.
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 people icon in the top left corner of screen.

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