Joining a Skype Meeting in the Web App

Skype for Business enables web conferencing. If you do not have the Skype for Business desktop client installed on your computer, you can still join meetings with the Skype for Business Web App.

1. Open the calendar and double click on the invitation to the Skype meeting.
2. In the meeting details, click on the link to Join Skype Meeting.
3. A window will appear that says, “How would you like to join your meeting?” Choose to join with the Skype Meeting App (web).
   a. If you have not installed the app before, you will be prompted to install it. Once the installed is downloaded, you will click it to then install the app.
   b. If you previously installed the app, click the link provided in the text: Already installed, Click here to join the Skype Meeting App (web).
      Then click Open Skype Meetings App in the Open Skype Meetings App? dialog box.

   ![How would you like to join your meeting?](image)

   If you select the Join with Skype for Business (desktop) option, you will receive a pop-up stating that you will need a new app to open the meeting (as shown below), and Skype for Business will not be available as an option. You will need to either use the Skype Meetings web app, or Teams.

4. You will be prompted to sign in. If you have a Office 365 account, click Sign in if you have an Office 365 account. You will join with your Office 365 credentials. You can also join just by entering your name but will be shown as a guest.

   ![Welcome](image)

5. You will be connected to the meeting.

Related Articles

Microsoft is retiring Skype for Business on July 31, 2021 and replacing it with Microsoft Teams. Teams includes the same meeting and chat functionality as Skype for Business but also has more collaboration features and app integration.

- Microsoft is retiring Skype for Business on July 31, 2021 and replacing it with Microsoft Teams. Teams includes the same meeting and chat functionality as Skype for Business but also has more collaboration features and app integration.

- If you select the Join with Skype for Business (desktop) option, you will receive a pop-up stating that you will need a new app to open the meeting (as shown below), and Skype for Business will not be available as an option. You will need to either use the Skype Meetings web app, or Teams.
• Installing Microsoft Teams
• Microsoft Teams
• Joining a Skype Meeting in the Web App
• Opening Teams Online
• Sending a Message in Microsoft Teams