

# How to Join Skype for Business Meetings as a Guest

**Ideal for CVWD's consultants or staff joining remotely.**

The Skype for Business Web App allows guest users who don't have a full version of Skype for Business to participate in Skype for Business meetings. **A [scheduled meeting](#) is required - guests cannot join without an invitation.**

**CVWD employees, direct your guests to this page for instructions.**

## 1. Open your Skype for Business invitation

In order to use the Skype for Business Web App, you must be invited to a Skype for Business meeting (usually by someone with a full version of Skype for Business).

Look for your invitation in your Outlook calendar or your email inbox.

## 2. Click on Join Skype for Business Meeting

In your invitation, click on **Join Skype Meeting (see example below)**. This options allows remote desktop sharing, chat, and voice. **Additionally, guests can join by phone.**

### [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

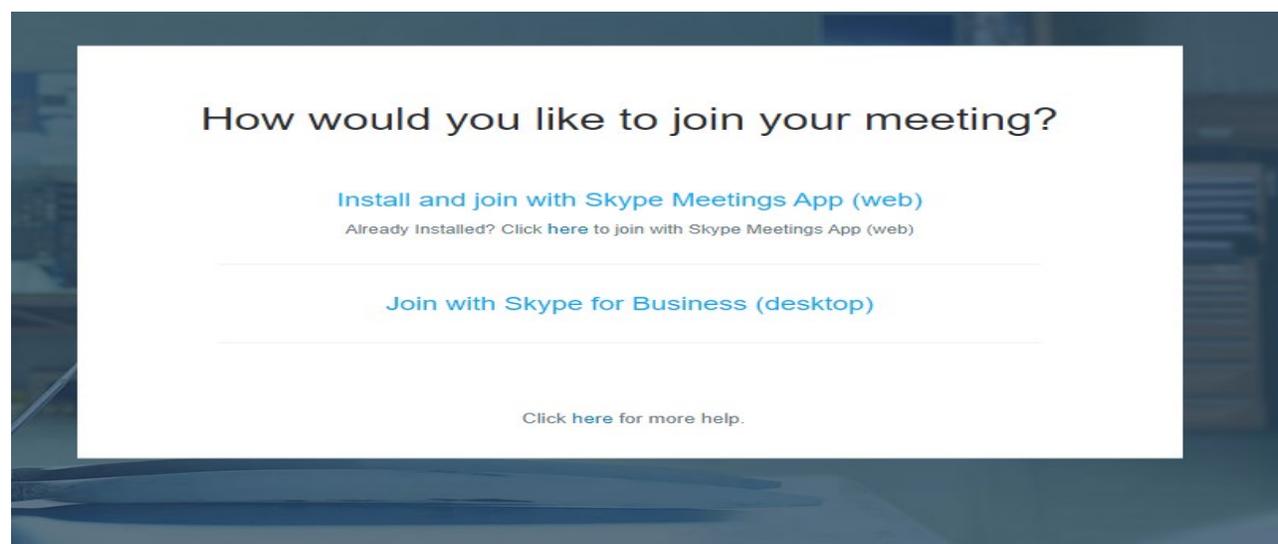
[\(760\) 398-2661 x5999](#) (Coachella)

[Find a local number](#)

Conference ID: 123456

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

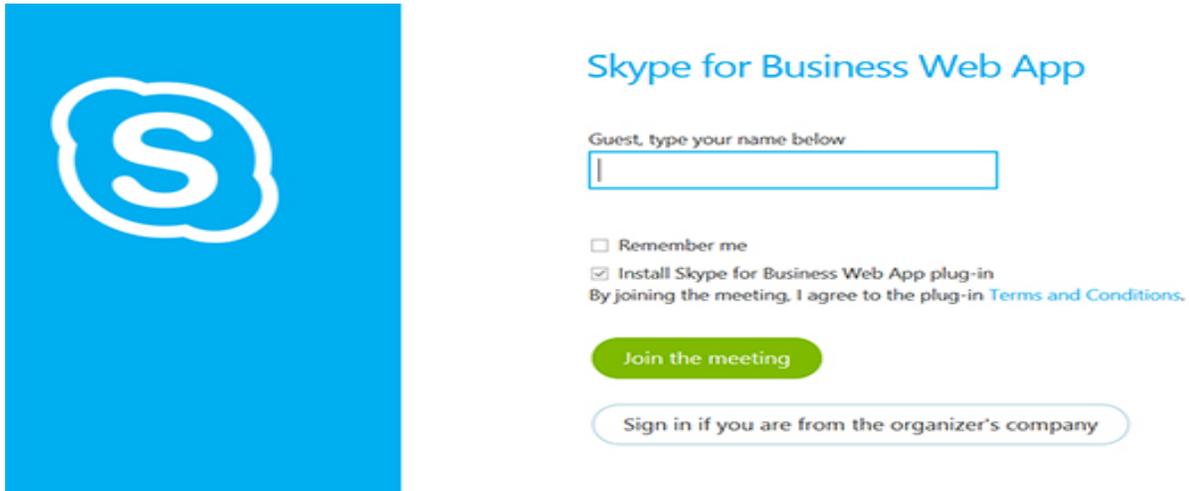
**The following options will be available.** Select the web option if you do not want to install the full desktop app. **Please note, the desktop app has additional features/capabilites.**



### 3. Sign in as a guest

If you select the “Web App” feature, you will see the window below.

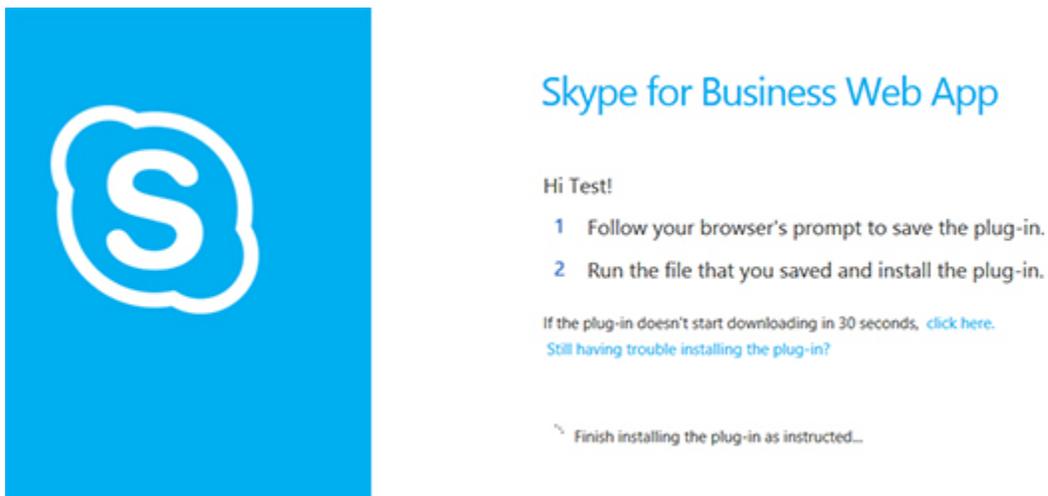
Enter a guest name and click **Join the meeting**.



The screenshot shows a blue background with the Skype logo on the left. On the right, the text "Skype for Business Web App" is displayed. Below this, there is a text input field with the placeholder "Guest, type your name below". Underneath the input field are two checkboxes: "Remember me" (unchecked) and "Install Skype for Business Web App plug-in" (checked). Below the checkboxes is a line of text: "By joining the meeting, I agree to the plug-in [Terms and Conditions](#)". At the bottom, there are two buttons: a green "Join the meeting" button and a white "Sign in if you are from the organizer's company" button.

### 4. Install Skype for Business Web App plug-in

If you have not yet downloaded the Skype for Business Web App, you will be prompted to do so.



The screenshot shows a blue background with the Skype logo on the left. On the right, the text "Skype for Business Web App" is displayed. Below this, the text "Hi Test!" is shown. A numbered list follows: "1 Follow your browser's prompt to save the plug-in." and "2 Run the file that you saved and install the plug-in." Below the list, there is a line of text: "If the plug-in doesn't start downloading in 30 seconds, [click here](#)." and "Still having trouble installing the plug-in?". At the bottom, there is a small icon and the text "Finish installing the plug-in as instructed...".

Follow your web browser's instructions for downloading and installing the Skype for Business Web App plug-in.