

WIACNS Instructions for Joining Meetings via Skype in 2018

In 2018, WIACNS will be using the Skype platform as an option for members to join meetings virtually. Skype will allow you to join the meeting by either phone or video conference. See instructions below.

Important tips to using Skype:

- Prior to the meeting you will need to download skype to your laptop or computer. This process is simple (see screen shots sent in separate email)
- It is best to join using the “Try Skype Web App” because that works from home or any organization that is not Ascension
- You can also just join the meeting as a phone conference if you do not have access to a computer. Just click on the local number below. Best to use the local 414 number instead of the toll-free number
- If you join only by phone it is easiest to click on the phone number link through the Outlook invite because it will automatically type in the conference ID for you
- If you enter the phone number manually instead of using the link you will need to enter the conference ID as well

Join a meeting using Skype Meetings App

Here are the basic steps to join a Skype for Business meeting with Skype Meetings App.

- □□□□□□ Open the meeting request in your email or calendar, and select **Join Skype Meeting**. [Best to Join using Skype Web App](#)
- □□□□□□ Follow your browser's instructions for installing Skype Meetings App. For example, in Internet Explorer, select **Run** when you see the alert at the bottom of the browser window.
- □□□□□□ On the Skype Meetings App sign-in page, enter your name, and select **Join**