How to Join a Skype for Business/Lync meeting via Lync Web App

(For BU Students)

If you don’t have a Skype for Business account (this is different than a Skype account) you can use Skype for Business Web App to join Skype for Business meeting from your browser.

System Requirement:

Browsers: Latest version of any of these browsers –

- Internet Explorer
- Firefox
- Safari
- Chrome

Operating System:

- Windows 7 (With SP1)
- Windows 8, 8.1
- Mac OSX 10.8 or later

Not compatible with Windows Vista

Hardware:

Depending on your operating system:

- Microphone & Speakers
- Headset with Microphone or equivalent device
- Video feature requires a webcam - Skype for Business client video requirements

Getting Started

1. Go to your meeting request

2. Click on ‘Join Skype Meeting’

⇒ Join Skype Meeting

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Help

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3. Next Screen – Install Lync Web APP

Mac Users: If you have trouble installing Web APP, go to - System Preferences→Security & Privacy
Change your download options to ‘Anywhere’

4. Add your name → Join the meeting
Once you are successfully connected to your meeting –

5. More Options: At the bottom left of your screen you will see five icons –

A. Show hide chat window: To live chat during the meeting
B. Audio: Start your audio / Mute or Unmute your microphone
C. Start your video (If you have a webcam)
D. Present Mode: You can share your desktop, any program on your computer, ask a question, share a PowerPoint presentation, start a whiteboard or take a live poll.
   Note: If you don’t see share option on your computer ask your meeting organizer to pass the meeting controls to you.
6. To exit the meeting, simply close your browser or press this icon.

“Live as if you were to die tomorrow. Learn as if you were to live forever.”

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