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Skype for Business: How to join a meeting

Marcelle Gornitsky - 2023-08-10 - Office/Windows Support

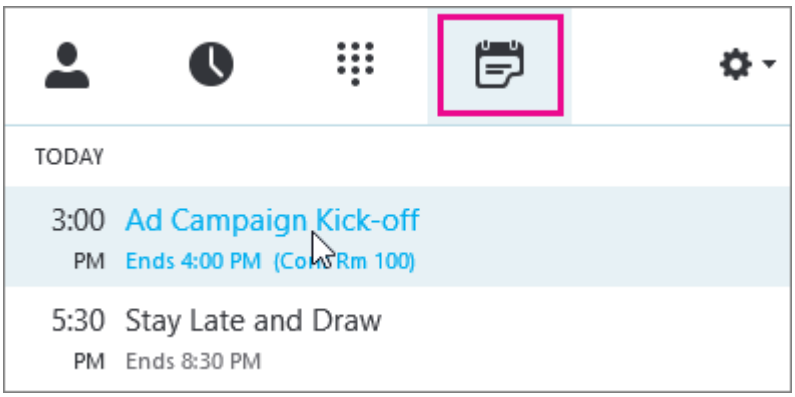
Join a Skype for Business meeting on your Windows PC

1. In your meeting request, click **Join Skype Meeting**.

Tips:

- The **Meetings** view lets you quickly check your upcoming meetings for the day, without having to go to your calendar. You can even join a Skype Meeting right from the **Meetings** tab, if the meeting was set up by an organizer inside your company.

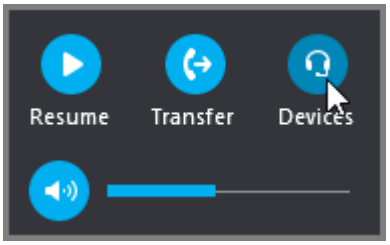
- In the Skype for Business main window, click the **Meetings** tab, and then right click a Skype meeting to join.

2. 

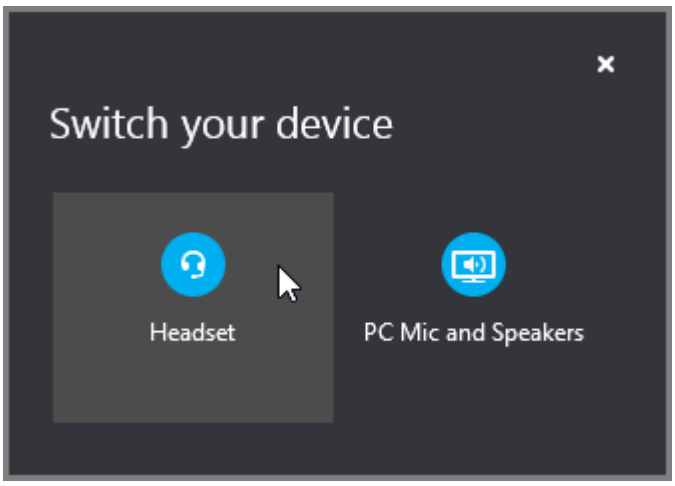
3. Your mic is automatically muted. To unmute your mic, find the mic button, and click it. When it looks like this , people in the meeting can hear you.

Note: Make sure you unmute your speakers too!

4. If you need to switch to a different audio device, click the Call Controls button , then click Devices.



5. The Switch Devices box shows your available audio devices, with the current one selected. Choose a different one if you'd like.



What'd they say?

Audio quality depends on the network and the device you use. Use a wired network connection and switch off wireless on your computer. If you have to use wireless connection, make sure you have a strong signal. Also use a high quality headset for better audio. For more information, see Phones and Devices Qualified for Skype for Business.

Join with the Web App

Skype for Business Web App is an alternative way to join the meeting if you don't have Skype for Business installed. It opens automatically to connect you to the meeting. For more information, see What is Skype for Business Web App?

https://support.office.com/en-us/article/join-a-skype-for-business-meeting-3862be6d-758a-4064-a016-67c0febf3cd5