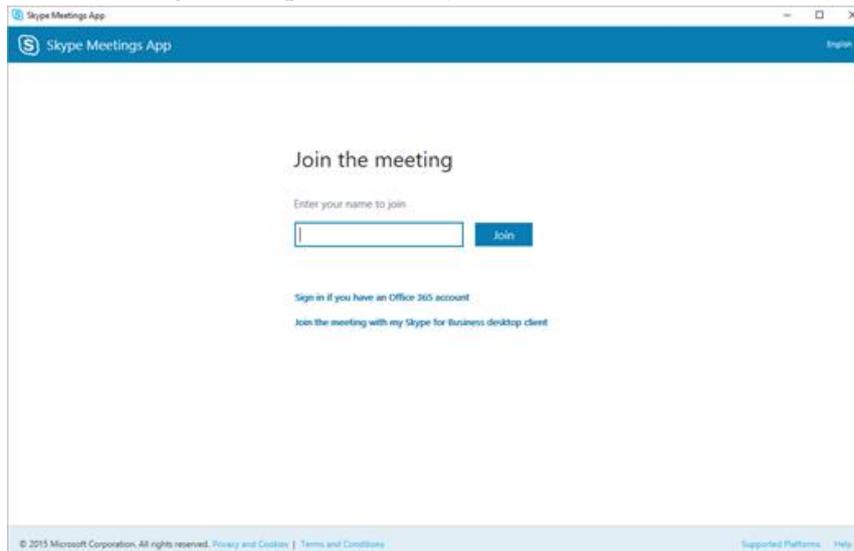


How to connect to a meeting using Skype for Business webapp

Open the meeting request and click on the link “Try Skype Web App”.

Follow the instructions in the browser to install the plug-in for Skype for Business. This plug-in is required to enable sound and video.

At the joining screen please enter your Name, Title and Country and click the join button.



How to connect to a meeting via phone call

Open the meeting request and dial the number under “Join by phone”.

You will be greeted by a voice saying “Välkommen till ljudkonferenscentret. Ange ett konferens ID och avsluta med fyrkant”.

‘Welcome to the voice conference centre. Enter a Conference ID followed by hashtag (#)’

Please enter the Conference ID, stated in the invite, followed by hashtag (#) and wait for the meeting organizer to let you in to the meeting.

Please note: Kindly use the Skype Web App should you have any questions at the Q and A segment!