Skype for Business Web App Installation

Instructions for installing Skype for Business Web App. Supported browsers and operating systems are listed on the Microsoft Office Support page. You will not be able to join the meeting until SHPO staff have initiated it. We plan to open the Skype meeting an hour before the actual start time to allow everyone to get set up and join.

You received a meeting invitation via email. Here is the invitation in Gmail. Click the highlighted link, "Join Skype Meeting." You can also copy and paste the link from the email into your web browser.
The link will launch the following page in your browser. If you already have the Skype for Business Web App installed, you will be prompted to join the meeting and are ready to go. If not, click the highlighted link "Install and join with Skype Meetings App (web)."

Your browser will download the app, and will prompt you to install it. The prompts may differ from browser to browser. The screen captured here is in Chrome. Accept the install and follow your browser's prompts.
The install should complete by launching the Skype for Business Web App. The app will open in a new window and prompt you to enter your name and join the meeting.

You are then placed in the meeting and will see the other participants. The icons on the bottom control the meeting, and are from left to right: camera off/on; microphone muted/unmuted; present (not needed for this meeting); and hang up/leave the meeting. The other important control is in the lower left. This is the text message control. Click this and you can type text questions or comments to the entire meeting without interrupting the sound portion.