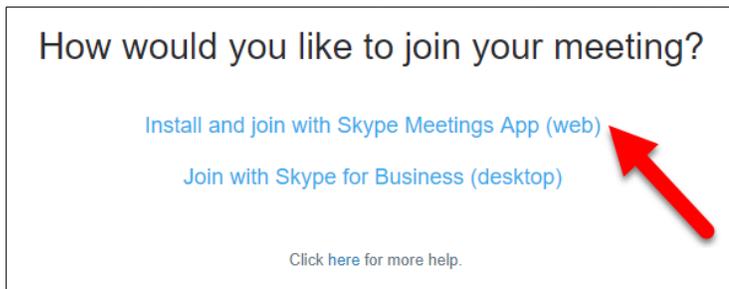


ACCESSING A SKYPE MEETING SETUP BY YOUR INSTRUCTOR

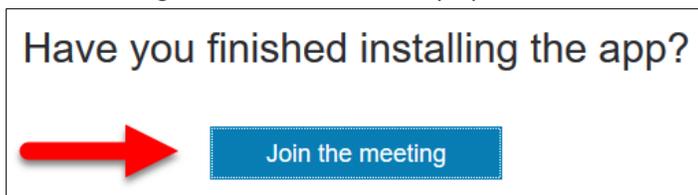
Some courses may require, or have an optional, skype meeting for you to attend.

ACCESSING A SKYPE MEETING

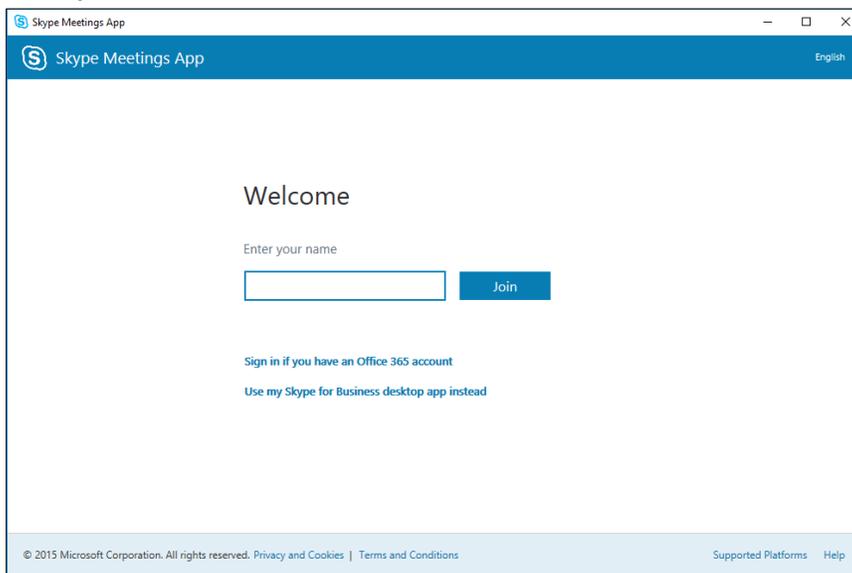
1. Your professor should provide you with a link to access the Skype meeting. Click on the link to start.
2. Select the option to **Install and join with Skype Meetings App (web)**.



3. Open the Skype Meetings App installer from your browser's Downloads area.
4. If the meeting does not automatically open, click the Join the Meeting button.



5. **Enter your name**, and select **Join**.

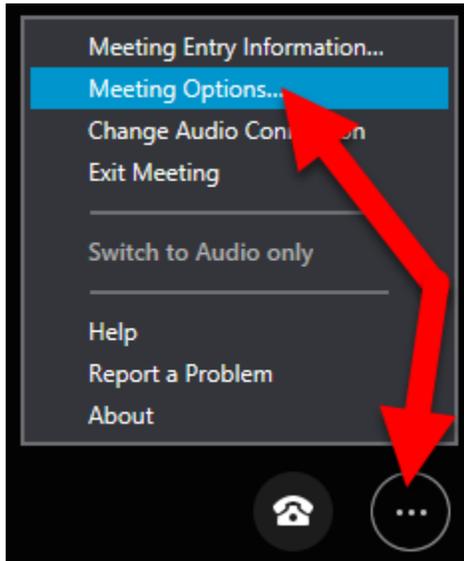


You will be added to the meeting.

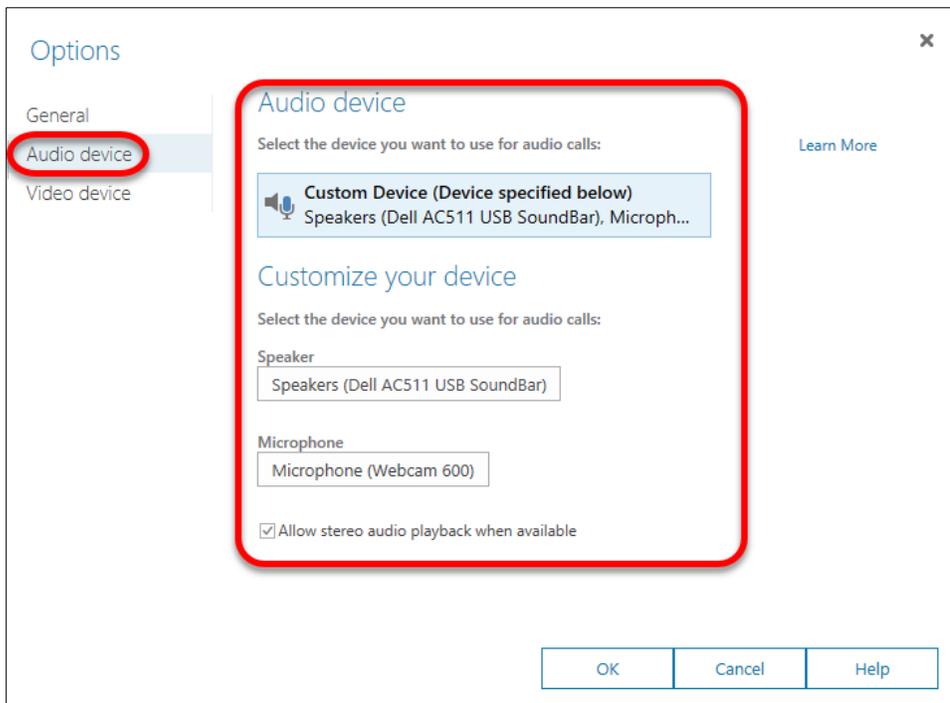
CONNECTING TO AUDIO

To hear what is being said, and to be able to talk in the meeting, you will first need to connect to the audio. Skype will automatically attempt to connect using any currently connected speakers and microphone. To change these settings:

1. Click the **More Options** button, and select **Meeting Options**.



2. Select the Audio device tab, and setup your desired settings for Speaker and Microphone.



3. Click **OK** to save your settings.

MUTING/UNMUTING YOUR MICROPHONE

Most meeting will have you enter with your microphone muted. In order to reduce feedback and extra noise, it is **HIGHLY recommended to leave your microphone muted** unless you are currently speaking in the meeting

To Mute or Unmute Your Microphone, select the Microphone button.



Microphone currently available



Microphone currently muted.

CONNECTING YOUR WEBCAM

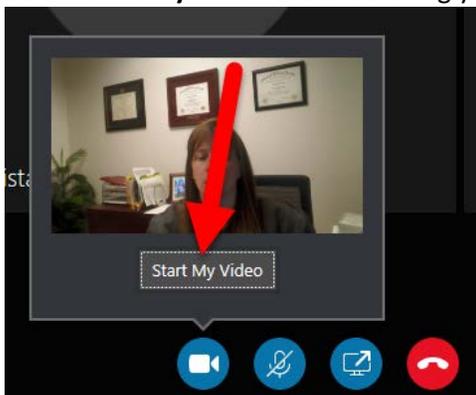
Please check with your professor to see if they want to use webcams or not. The use of multiple webcams may result in slowing down to speed of a meeting. If you are having issues, please consider turning off your webcam.

To connect your webcam to the meeting:

1. Select the webcam button.



2. Select **Start My Video** to start sharing your video with others in the meeting.



3. Select the webcam button again to Stop sharing your webcam.

