

Instruction for Skype Meetings

How do I join the meeting?

Joining the meeting is incredibly simple but, depending on your system may require a little prep work and assistance from your IT colleagues.

Option 1: If you already have Skype then all you have to do is click on 'Join Skype Meeting' and follow the prompts.

Option 2: If you don't have Skype on your computer, simply click 'Try Skype Web App below'. This is a web based application and will require you to download a plug-in. We recommend that you do this in advance of the meeting (you can dial into the meeting in advance), to make sure the web app is installed and working. You may need to speak to your IT department to change your computer's permissions.

You should **mute your microphone** on your computer unless you wish to speak. You can also send in messages using the instant messaging box.

What if I can't join the Skype meeting?

Option 3: If neither of these options works for you, then you can still dial-in using the normal telephone number below.

If you don't want to use your laptop's microphone, or your computer does not have a microphone, you can connect to the skype meeting using option 1 or 2, and then dial in for audio using option 3.

Web cams

Some meetings will use video conferencing technology, so that you can see as well as hear what is going on in the meeting.

Where this functionality is being used, if you are able to join the call by Skype, but don't have a webcam, then we can still share the slides with you and you can follow the conversation by telephone.