

How to Join Skype for Business (Lync) Meetings as a Guest

Find out how to use the Skype for Business Web App to join a meeting you have been invited to.

The Skype for Business Web App allows guest users (non-UPMC staff) who don't have a full version of Skype for Business to participate in Skype for Business meetings. A **scheduled meeting** is required - guests cannot join without an invitation.

UPMC employees, direct your guests to this page for instructions.

1. Open your Skype for Business invitation

In order to use the Skype for Business Web App, you must be invited to a Skype for Business meeting (usually by someone with a full version of Skype for Business).

Look for your invitation in your Outlook calendar or your email inbox.

2. Click on Join Skype for Business Meeting

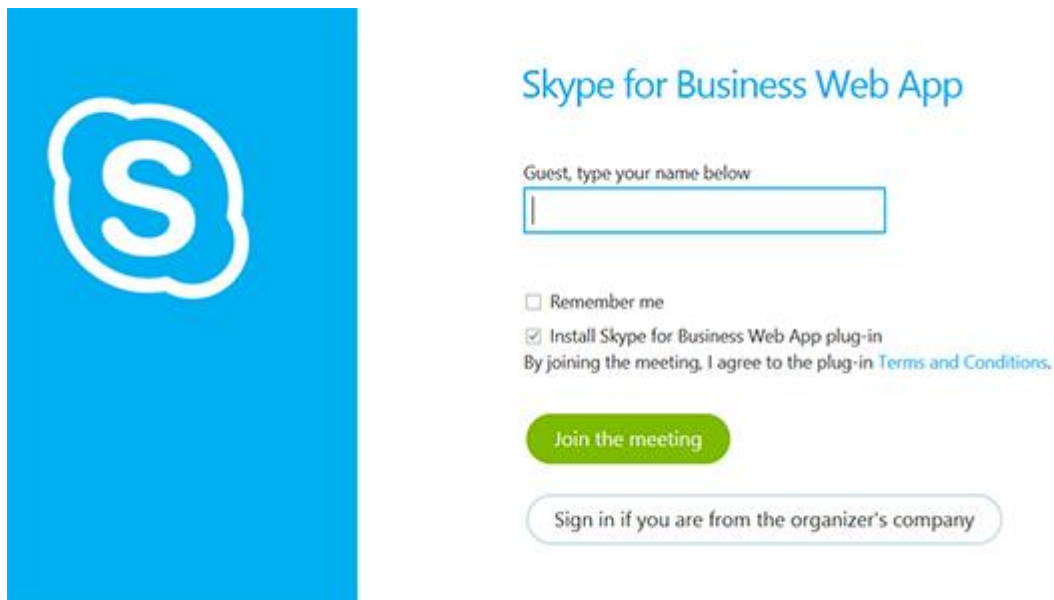
In your invitation, click on **Join Skype Meeting**:

→ [Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

3. Sign in as a guest

Enter a guest name and click **Join the meeting**.



The screenshot shows the 'Skype for Business Web App' sign-in interface. On the left is a large blue square with the white Skype 'S' logo. On the right, the title 'Skype for Business Web App' is displayed. Below the title, there is a text prompt 'Guest, type your name below' followed by a text input field. Underneath the input field are two checkboxes: 'Remember me' (unchecked) and 'Install Skype for Business Web App plug-in' (checked). Below these checkboxes is a line of text: 'By joining the meeting, I agree to the plug-in [Terms and Conditions](#).' At the bottom of the form are two buttons: a green 'Join the meeting' button and a white 'Sign in if you are from the organizer's company' button.

4. Install Skype for Business Web App plug-in

If you have not yet downloaded the Skype for Business Web App, you will be prompted to do so.



Skype for Business Web App

Hi Test!

- 1 Follow your browser's prompt to save the plug-in.
- 2 Run the file that you saved and install the plug-in.

If the plug-in doesn't start downloading in 30 seconds, [click here](#).
[Still having trouble installing the plug-in?](#)

 Finish installing the plug-in as instructed...

Follow your web browser's instructions for downloading and installing the Skype for Business Web App plug-in.

Skype for Business Smartphone Information

If you are going to join by smartphone, you can download the Skype for Business application by following these links.

Google Play

Store: https://play.google.com/store/apps/details?id=com.microsoft.office.lync15&hl=en_US

Apple/iTunes: <https://itunes.apple.com/us/app/skype-for-business/id605841731?mt=8>