أرامكو السعودية
saudi aramco

Methods to Join Skype Meeting as Guest

06/27/2021

Table of Contents

Saudi Aramco: Company General Use

Methods to Join Skype Meeting as Guest 2

Options 1: Join meeting using Web App from the browser 2

Options 2: Join meeting from the Mobile 5

Saudi Aramco: Company General Use

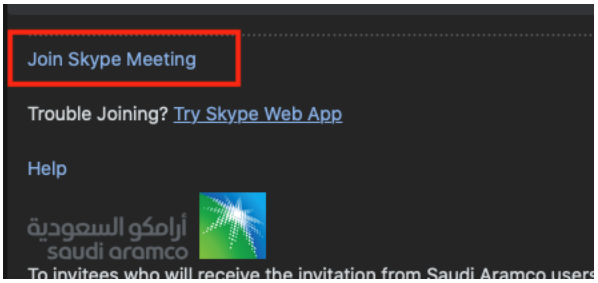
Methods to Join Skype Meeting as Guest

The Skype for Business (S4B) allows guest users to participate in S4B meetings using two options:

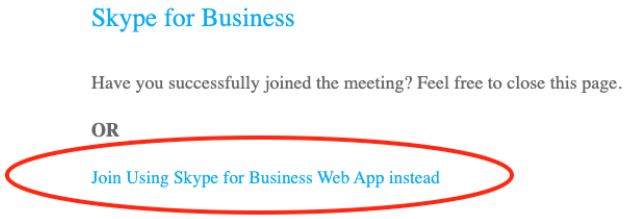
1. Using the browser through the Web App
2. Using the mobile through S4B Mobile App (no mobile browser)

Options 1: Join meeting using Web App from the browser

Step 1: As guest, from the invitation email click on “Join Skype Meeting”.



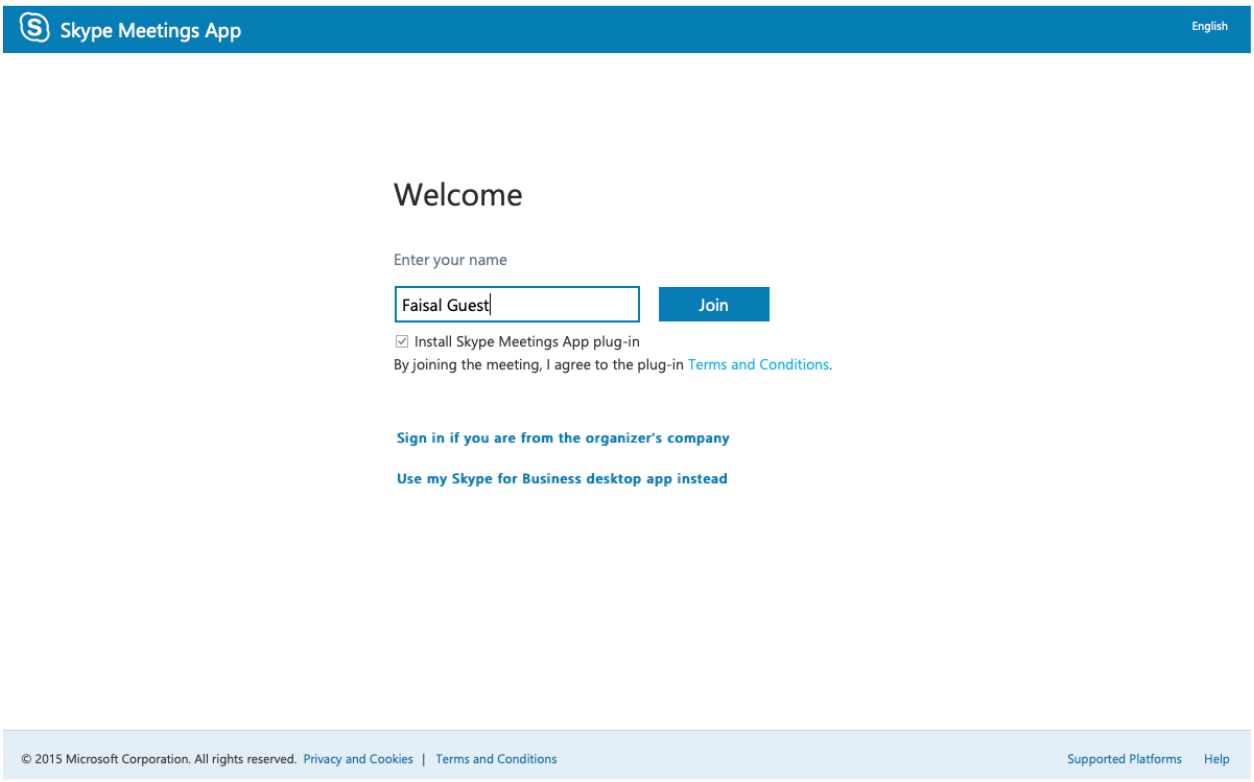
Step 2: Your browser should open automatically > Click on “Join Using Skype for Business Web App Instead”. Install the Skype Meetings plug-in if you don’t have it already installed > Click on “Join the meeting”.



Saudi Aramco: Company General Use

Step 3: Type your name as guest > Click on Join > wait in the virtual lobby until get approved by the meeting organizer.

Saudi Aramco: Company General Use

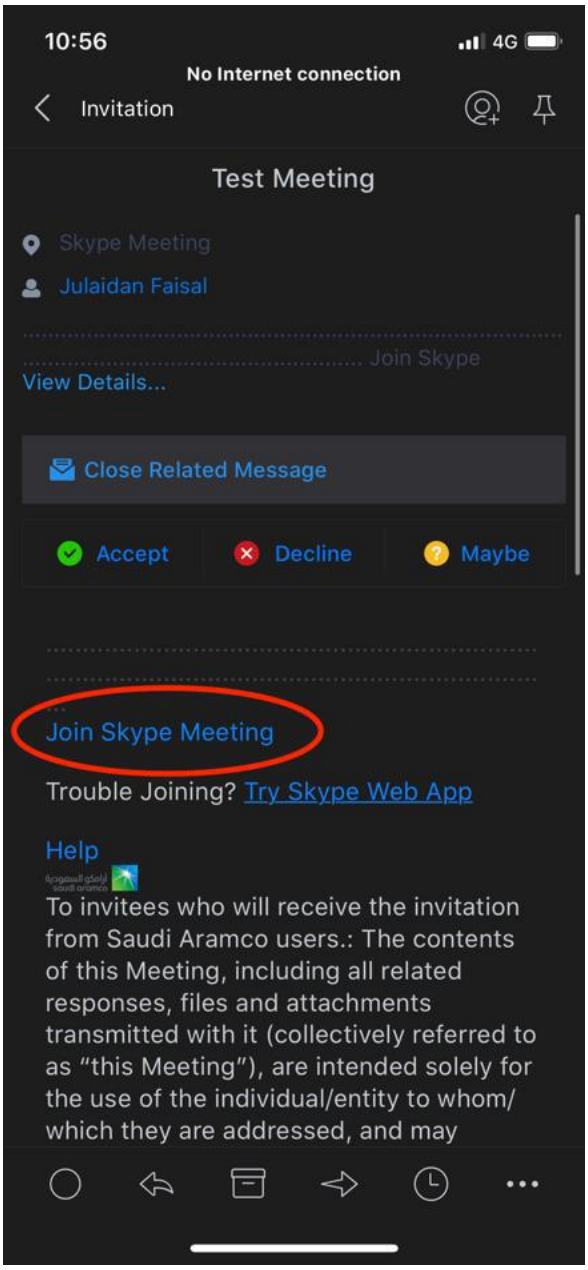


Options 2: Join meeting from the Mobile*

Saudi Aramco: Company General Use

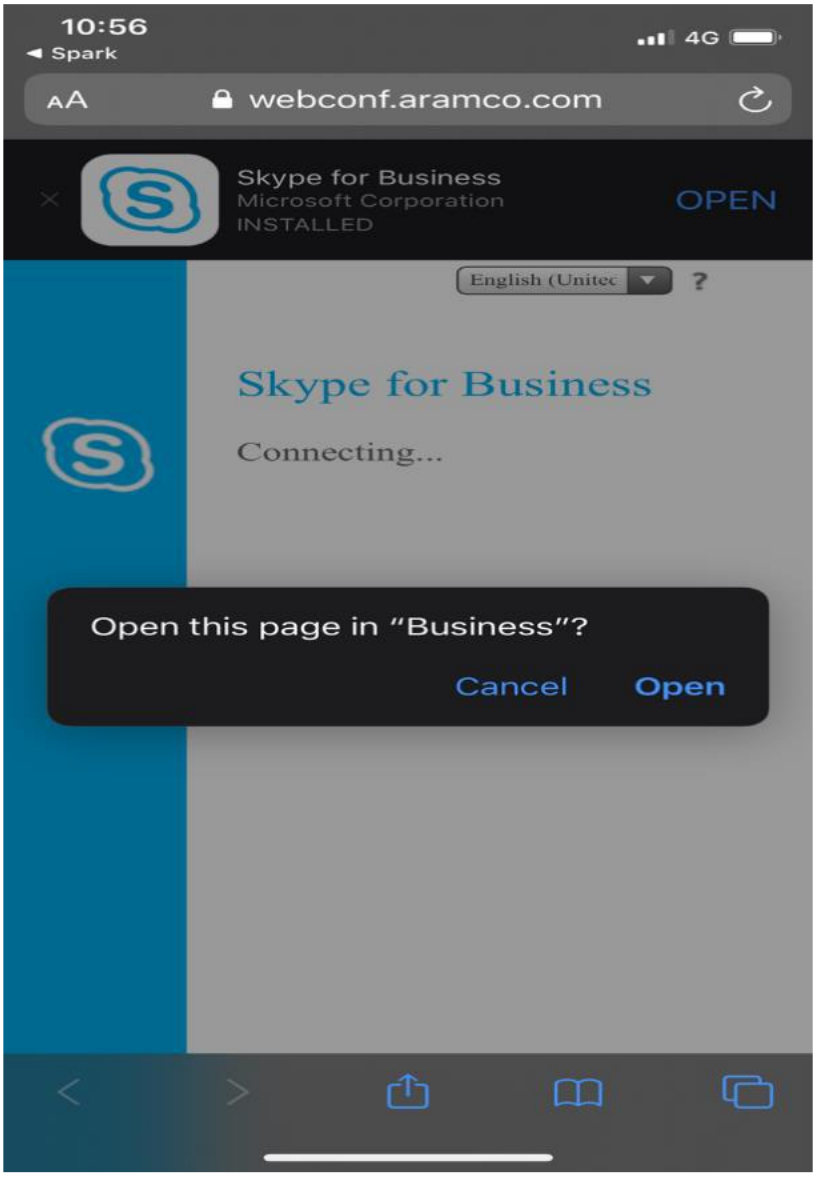
*Note: guests must have Skype for Business app installed on their mobile devices.

Step 1: As guest, open the meeting link from the invitation email



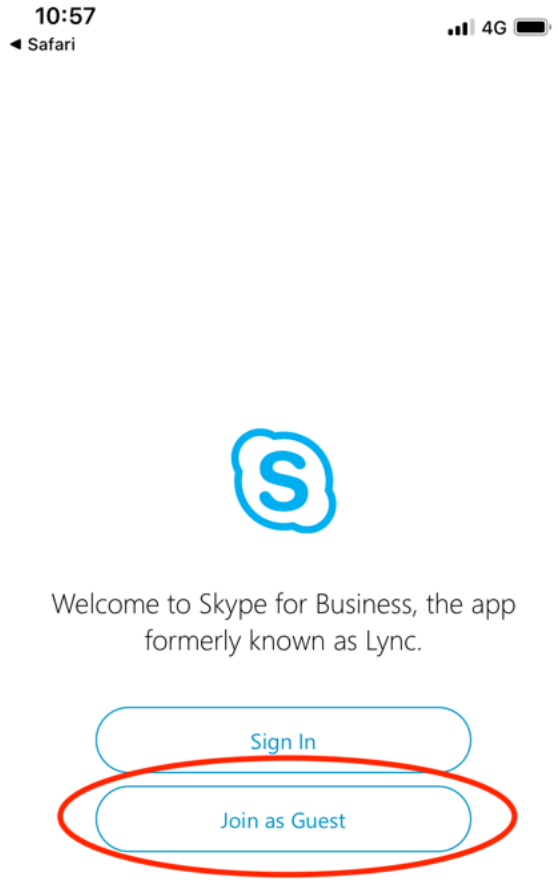
Saudi Aramco: Company General Use

Step 2: Browser should open automatically > Click on “Open” > Skype for Business app should open now.



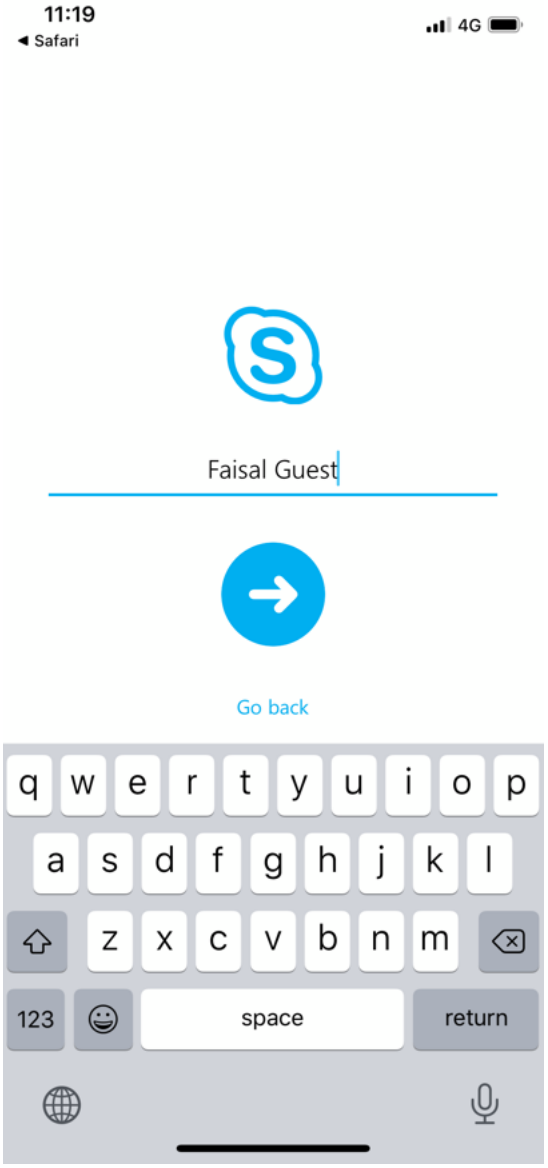
Saudi Aramco: Company General Use

Step 3: Click on “Join as Guest”



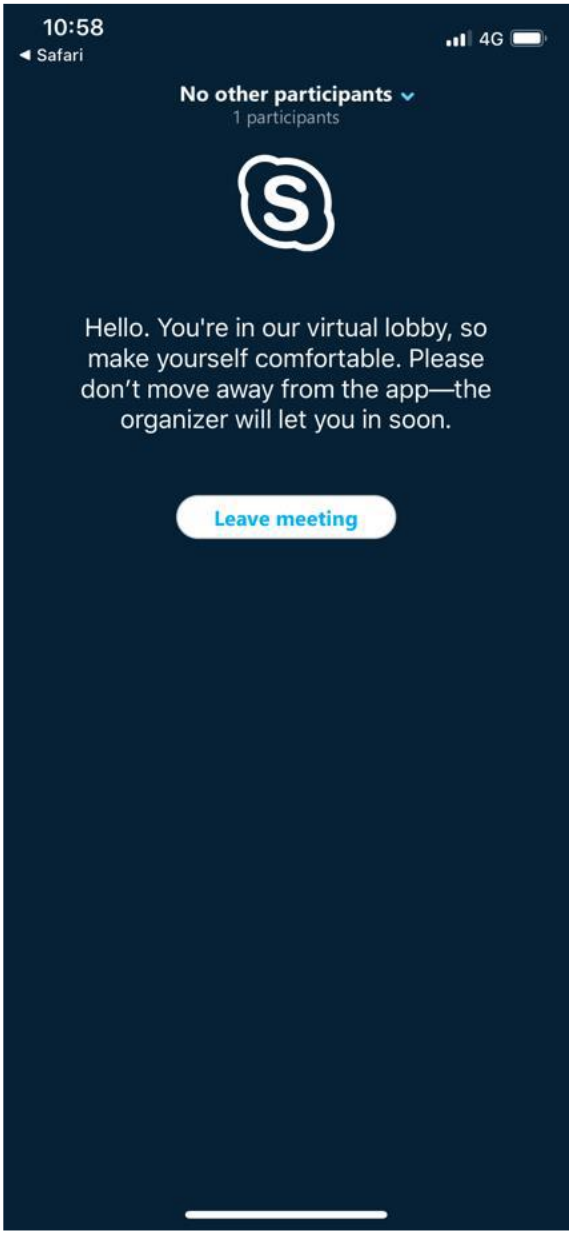
Saudi Aramco: Company General Use

Step 4: Type your name as guest



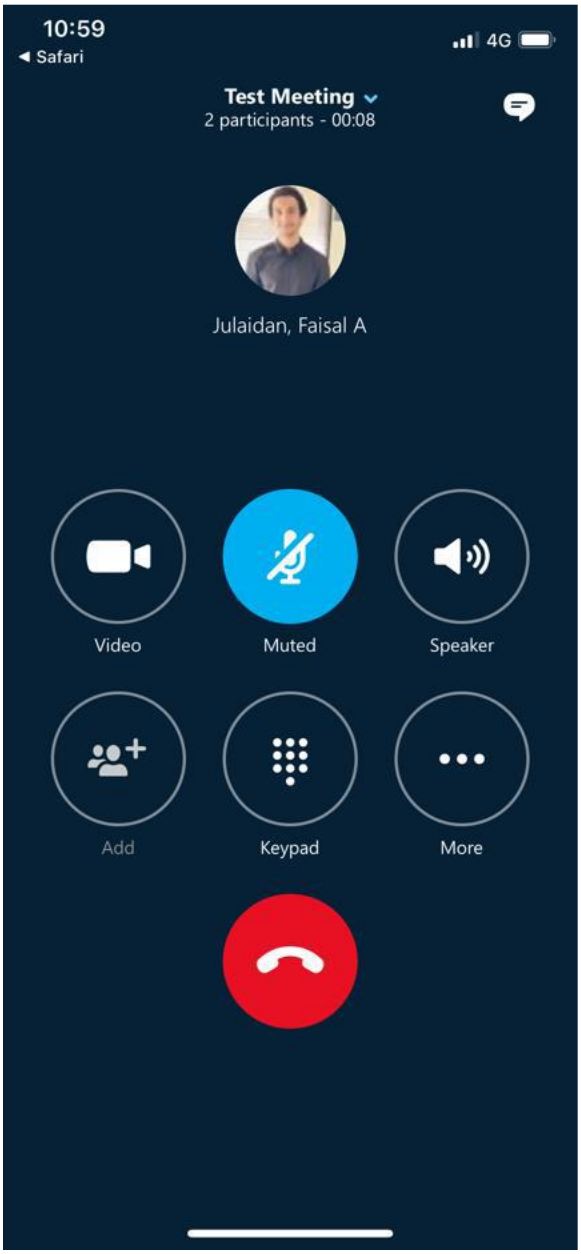
Step 5: Wait in the virtual lobby until get approved by the meeting organizer.

Saudi Aramco: Company General Use



Saudi Aramco: Company General Use

Step 6: After getting approved you should be able join the meeting call.



Saudi Aramco: Company General Use