**JOIN SKYPE 4 BUSINESS AS A GUEST**

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](image)

   → **Join Skype Meeting**

   [Help](#)

3. **SIGN IN AS A GUEST**

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

   ![Sign in as a guest](image)

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.