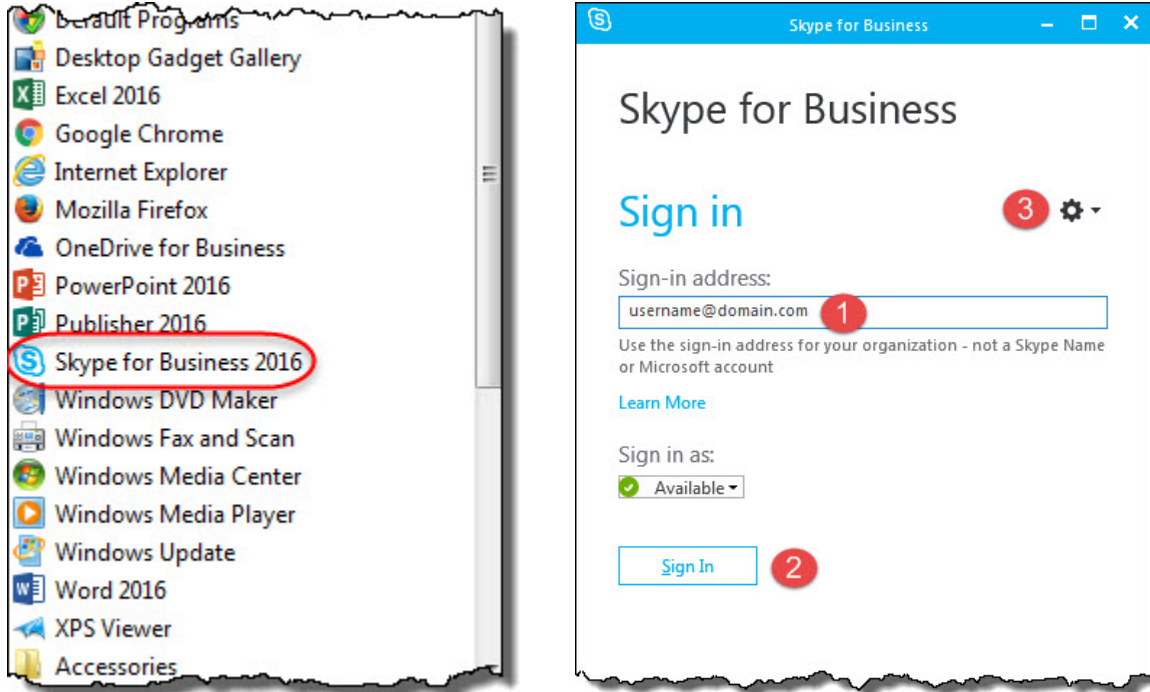
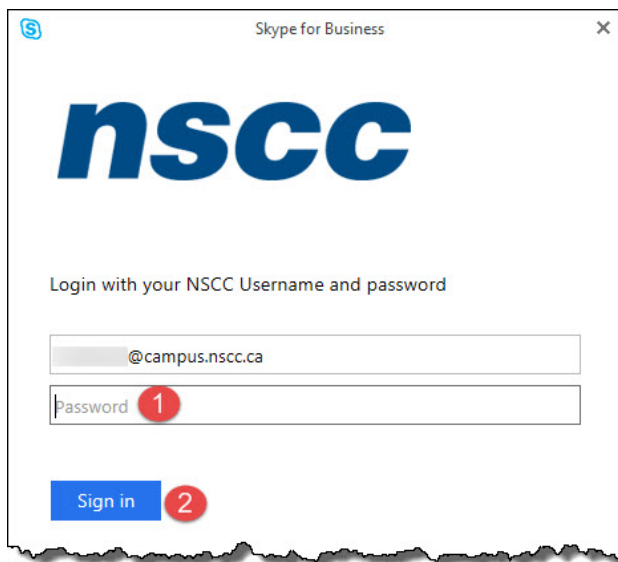


Accessing the full Skype for Business client:

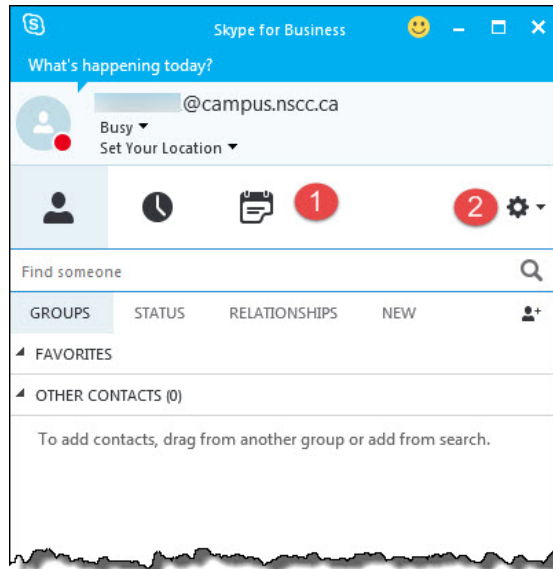
You can access the meeting from the link in your email, but to have full functionality, you will need to log into the client and access the meeting from it. To find the client, go to Start, All Programs and click Skype for Business 2016 to launch the software.



The client will open and allow you to log in using the credentials sent to you. The username will contain @campus.nsc.ca.

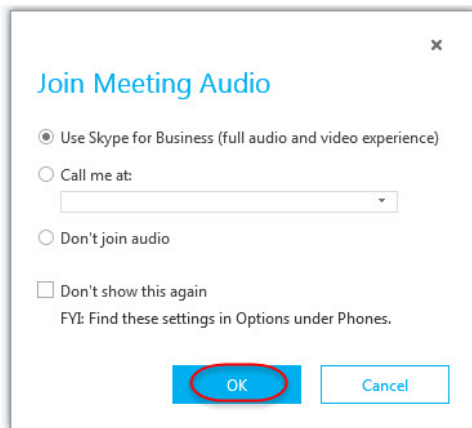


1. Type in (or copy and paste) the password sent to you.
2. Click sign in to complete the log in process.

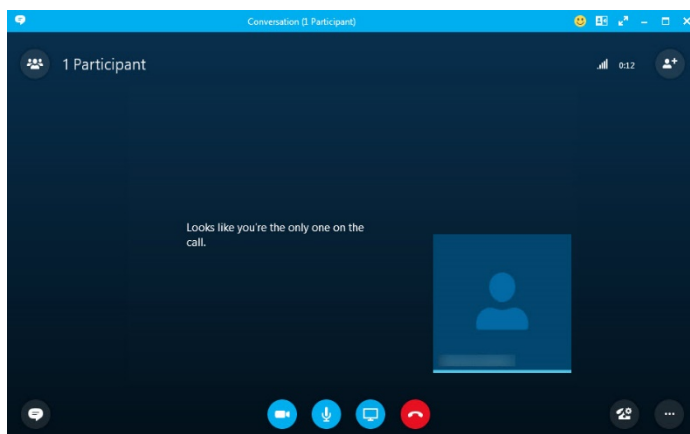


Once the client completes the login process, your client will allow you a number of functions.

1. Shows 3 functions, contacts, conversation, and meetings. Meetings will allow you to connect to your current meeting.
2. Shows the options menu. This will allow you to check audio / video / microphone among other functions.



Once you click Meetings and select the meeting you want to connect to, you are prompted to select how you want to use the audio. You will always want to use the top selection. Click OK to continue.



You will be moved to the meeting window and are now ready to conduct the meeting.