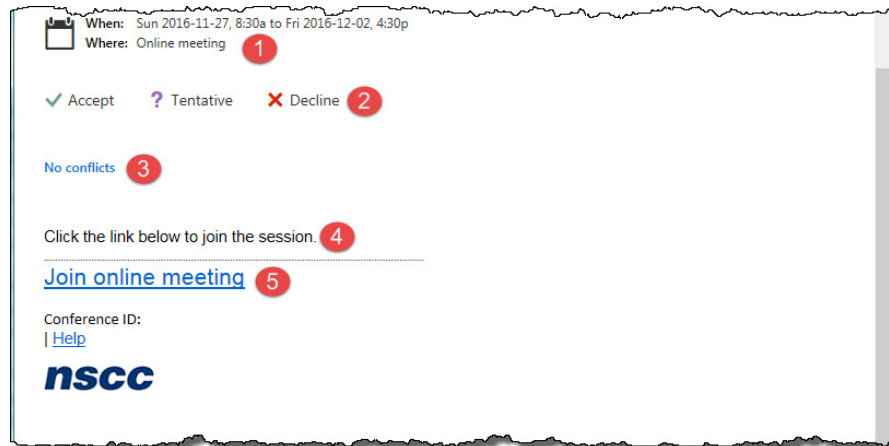


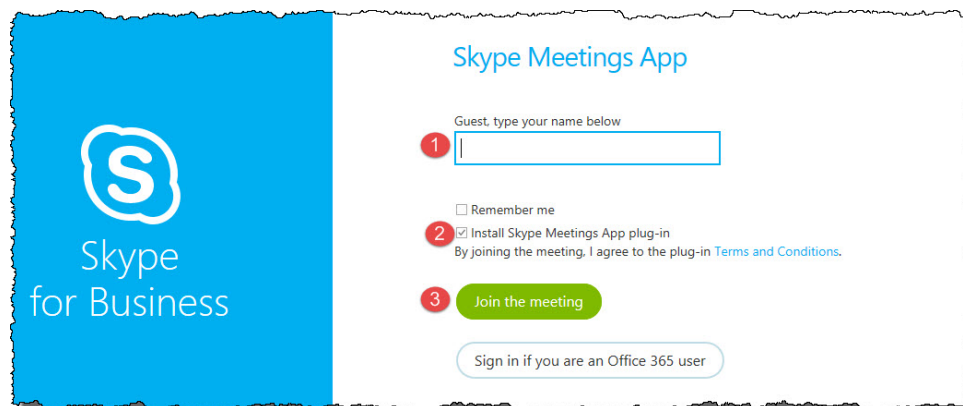
Connecting to your Skype for Business session:

You will be invited to the online Skype for Business by email, so please make sure your facilitator has your current email address. When you receive the email it will contain several pieces of information.

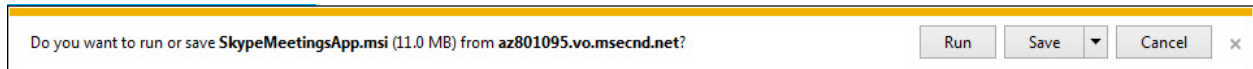


1. The Time and Date of the meeting. Because the meeting is held in Skype for Business, it will always be an “online meeting”.
2. The ability to let your faculty know if you will be attending or not.
3. If you have integration with your current online calendar, it will show any conflicts in scheduling.
4. The body of the message. This can contain additional information requested for the meeting.
5. The Skype for Business meeting link. You can click the link or copy and paste the link into the address bar, to go to the meeting.

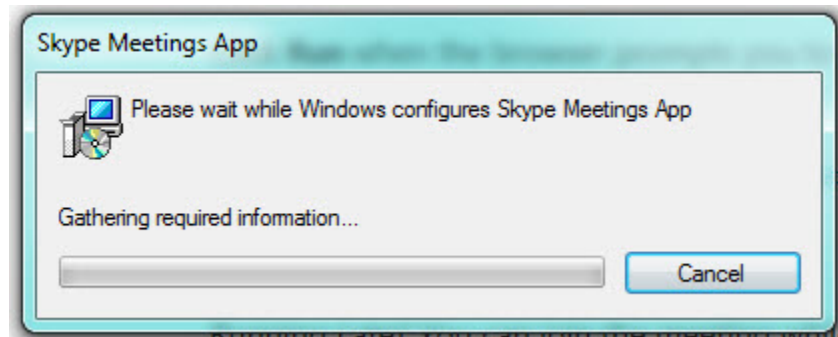
Once you click the link in the email:



1. Enter the name you want to have displayed in the meeting.
2. Allows you to install the “Skype for Business Meetings App plug-in”. You don’t need to have Skype for Business installed to participate, just install the “app plug-in”.
3. Click to “Join the meeting” and run the “App plug-in”.



A security pop-up will appear and ask you to allow the install of the app plug-in. Click “Run” to install the plug-in (Internet Explorer 11 is used in this example).



The app plug-in will install and complete the process. Once completed, you will enter into the meeting.

