

Connecting to a Skype/Lync Meeting

All participants will receive an email message containing a link to your session. (If not received, email dlshep@cna.nl.ca.)

To access the Student Orientation webinar, you will require Skype/Lync.

- If you already have Skype/Lync installed on your device (PC/Mobile), proceed to Step Two.
- If you do not have Skype/Lync installed, complete Step One at least 15 minutes prior to session start time.

STEP ONE

PC Users: Click the **Join Skype Meeting** link from the email. You will either be prompted to save a file or install the Lync Web App depending upon your Windows operating system and/or your Internet browser. Once the file has downloaded you will be prompted to install.

Note: You may receive the following notifications:

- External Protocol Request – Click **Launch Application** (Google Chrome only)
- Microsoft Lync Web App Plug-in (audio/video) – Select **Allow**

Tablet and Mobile Users: If you do not have the Skype/Lync App installed, you will be prompted to install the Skype for Business App from the App store.

STEP TWO

Click the **Join Skype Meeting** link from the email. You will be taken to the login screen. Type in your name in the **Guest** login field and click **Join the Meeting**. (**Note:** If you have an existing Skype/Lync account, you may use this login.)

You will now be brought to the Lobby where you will wait until you are admitted to the session by the organizer. (Note: Tablet users may see a slightly different screen.)

Once you are admitted to the room, you can click on the **Participants** button  to see who is there. You may use the **Chat** button  to communicate with the participants in the session.

To **Exit** the session, either click on the **×** in the top right hand corner or the **red icon** .