

ITS Education

From ITS OD & Learning

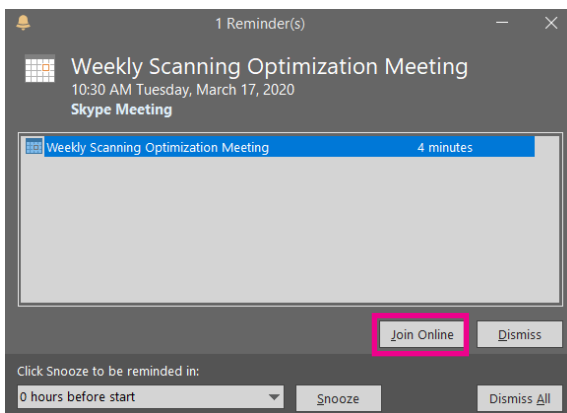
Using Skype for Business When Working Remote

This document contains the instructions and tips for using **Skype for Business** when working remote and in lieu of dialing into a meeting via a telephone number.

Desktop & Mobile Device Instructions

Join a Meeting via Computer

1. Click the **Join Online** button, or click the **Join Skype Meeting** link, just as you do when joining a call in the office.



[→ Join Skype Meeting](#)

2. If you are connected to the HSHS network, you **do not** need to dial-in via phone, as the presentation and audio portion of the call is all a part of the meeting.

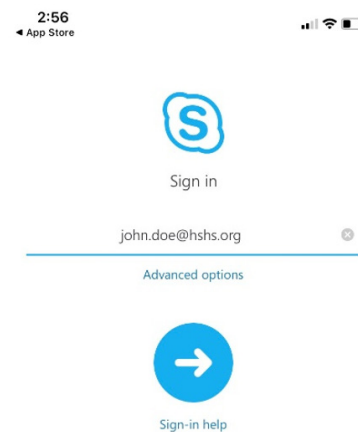
Doing so creates unnecessary phone traffic and reduces the number of available ports for those who may not have access to a computer for the meeting.

Join a Meeting via Mobile Device

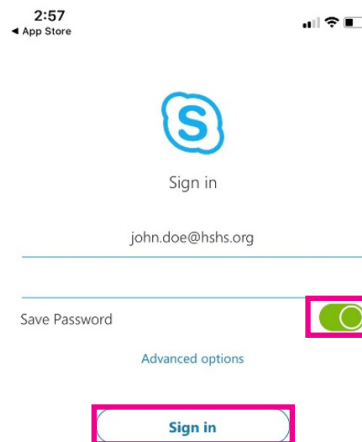
1. Download and access the **Skype for Business** application on your mobile device.



2. Enter your e-mail address, then touch the blue arrow button to log in.



3. Enter your AD password, and make sure the **Save Password** option is selected.



4. Touch the **Sign in** button.

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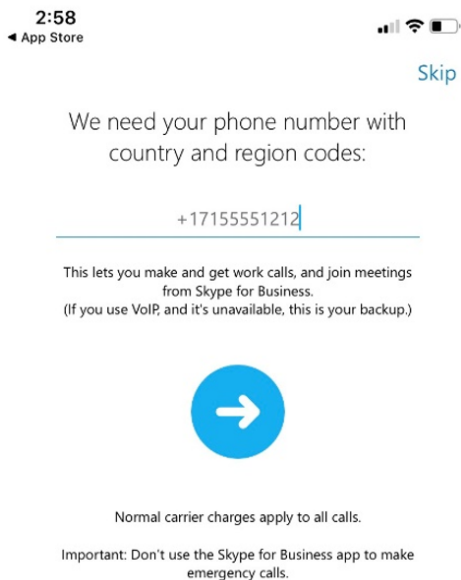
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Desktop & Mobile Device Instructions

Join a Meeting via Mobile Device

5. Touch the blue arrow button to complete the log in process.



6. Once you're logged in, touch the **Join** button next to the meeting you wish to attend.

