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Skype for Business Integration

Configuration Guide

April 2019

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CHAPTER 1: Skype for Business Configuration Guide

The EMS integration of Skype for Business allows users to easily integrate instant messaging and audio/video conferencing to their meetings without the need for A/V support. Users can add, join, or modify/cancel Skype for Business meetings added to bookings from the EMS Mobile App, EMS Web App, or EMS for Outlook.

> ⚠ **Important!**
>
> Skype for Business Integration is **ONLY** available for **Exchange-enabled templates**.

Skype for Business Integration must be configured in the EMS Desktop Client. The process below applies to both EMS Mobile App and EMS Web App. This guide includes information on the following topics:

- Introduction to Skype for Business Integration

- Supported Skype Products

- Prerequisites

- Integrate with Skype for Business Server

- Connect EMS Web App to Platform Services

- Configure Skype for Business on Global Templates

- Configure Skype for Business on a Process Template Level

- Configure Skype for Business on Existing Templates

See Also:

- Skype for Business in EMS Web App

- Skype for Business in EMS Mobile App

- Skype for Business in EMS for Microsoft Outlook

CHAPTER 2: Introduction to Skype for Business Integration

> ⚠ **Important!**
> Skype for Business Integration is **ONLY** available for **Exchange-enabled templates**.

Skype for Business Integration lets users add a Skype meeting to an EMS room reservation. Attendees can then join the Skype meeting from the reservation with a single click, using any Skype-enabled video device, such as a mobile phone, laptop, or Microsoft Surface Hub. The Skype for Business Integration is available through the following EMS access points: EMS Mobile App, EMS Web App, and EMS for Outlook.

The benefits of Skype for Business Integration include:

- A self-service workflow that allows Everyday Users to schedule and initiate their own video conferences without the need for A/V support

    o Reduced operational costs

    o Increased Return on Investment (ROI) for video conference technology

    o Simplified user experience

    o Does not require a designated host—any user can initiate a video conference

- Consistent user experience

- Join from anywhere—unite dispersed teams and foster communication for remote and mobile workers

- Reduced operational costs

- Increased productivity for EMS Everyday Users and decreased email volume

- Online and real-time collaboration, regardless of time zones and geography, for up to 250 attendees

See Also:

- [Configure Skype for Business Integration](#)

- [Skype for Business in EMS Web App](#)

- [Skype for Business in EMS Mobile App](#)

- [Skype for Business in EMS for Microsoft Outlook](#)

Skype for Business EMS Integration Points

The table below provides the current EMS integration points for Skype for Business.

EMS Integration Points for Skype for Business

Use Case	EMS Access Point	Integrations
Create a reservation with Skype meeting	Mobile App, Web App, EMS for Outlook	EMS Platform Services
Edit reservation with Skype meeting	All EMS Access points	EMS Platform Services
Join a Skype meeting linked to an EMS reservation	Mobile App, Web App, EMS for Outlook	EMS Platform Services
Cancel reservation with Skype meeting	All EMS Access points	EMS Platform Services

CHAPTER 3: Configure Skype for Business

> ⚠ **Important!**
>
> Skype for Business must now be configured in the **Conferencing** tab of the
> EMS Platform Services Admin Portal.

This topic provides information on the following:

- Supported Skype Products

- Prerequisites

    - Skype for Business Server 2015 (On-premise) Integration

    - Skype for Business Online Integration

- Deployment Types

- Integrate with Skype for Business Server

- Connect EMS Web App to Platform Services

- Configure Skype for Business on Global Templates

- Configure Skype for Business on a Process Template Level

- Configure Skype for Business on Existing Process Templates

Supported Skype Products

- Skype for Business Server (On-premise) Version 2015

- Skype for Business Online

Prerequisites

Skype for Business Server 2015 (On-premise) Integration

The following prerequisites are required for the Skype for Business Server 2015 (on-premise) integration:

1. Ensure a SHA2 and above Algorithm certificate is installed and functional. SHA2 is required as major browsers no longer support SHA1.

2. To provide a URL, navigate to the Platform Services Admin Page **Conferencing** tab. If a URL is not provided, EMS will build a URL based on the Everyday User's email address.

> 💬 **Note:**
>
> Optionally, you can provide one or more URLs. Multiple URLs must be separated by commas and contain no spaces.
>
> Ensure you can access the URL without certificate errors (EMS Software recommends using the Google Chrome browser). AutoDiscover URL should return an xml file. If you experience certificate errors, please refer to the first step above.

3. Ensure all EMS components have been deployed:

   a. EMS Platform Services

   b. EMS Web App (optional)

   c. EMS Mobile App (optional)

   d. EMS Desktop Client

   e. Integration to Microsoft Exchange

Skype for Business Online Integration

The following prerequisites are required for the Skype for Business online integration:

1. Ensure Microsoft Azure Active Directory is installed and functional.

2. Ensure you have admin access to Azure environment.

3. Provide EMS Conferencing URI (e.g., https://servernamefqdn/web app directory/ConferencingLogin.aspx/). This URI **must** be verifiable and accessible externally.

4. Ensure all EMS components have been deployed:

   a. EMS Platform Services

   b. EMS Web App (optional)

   c. EMS Mobile App (optional)

   d. EMS Desktop Client

   e. Integration to Microsoft Exchange

Deployment Types

There are three deployment types for Skype for Business:

1. **Skype for Business Server 2015 On Premise:** This deployment for Skype for Business does not retain a token and requires authentication every 8 hours. As a result, you will be asked to sign in every 8 hours. Please follow the instructions in [Prerequisites for Skype for Business Server 2015 (On-premise) Integration](#) and [Integrate Skype for Business Server](#) for configuration.

2. **Skype for Business Online:** This deployment retains the token so only an initial authentication is required. Please follow the instructions in [Prerequisites for Skype for Business Online Integration](#) and [Integrate with Skype for Business Online](#) for configuration.

3. **Hybrid:** This deployment has the same authentication method as the Online deployment. Please follow the instructions in [Prerequisites for Skype for Business Online Integration](#) and [Integrate with Skype for Business Online](#) for configuration.

> 💬 **Note:**
>
> EMS Software uses Unified Communications Web API 2.0 to integrate with Skype for Business Server and Skype for Business Online.
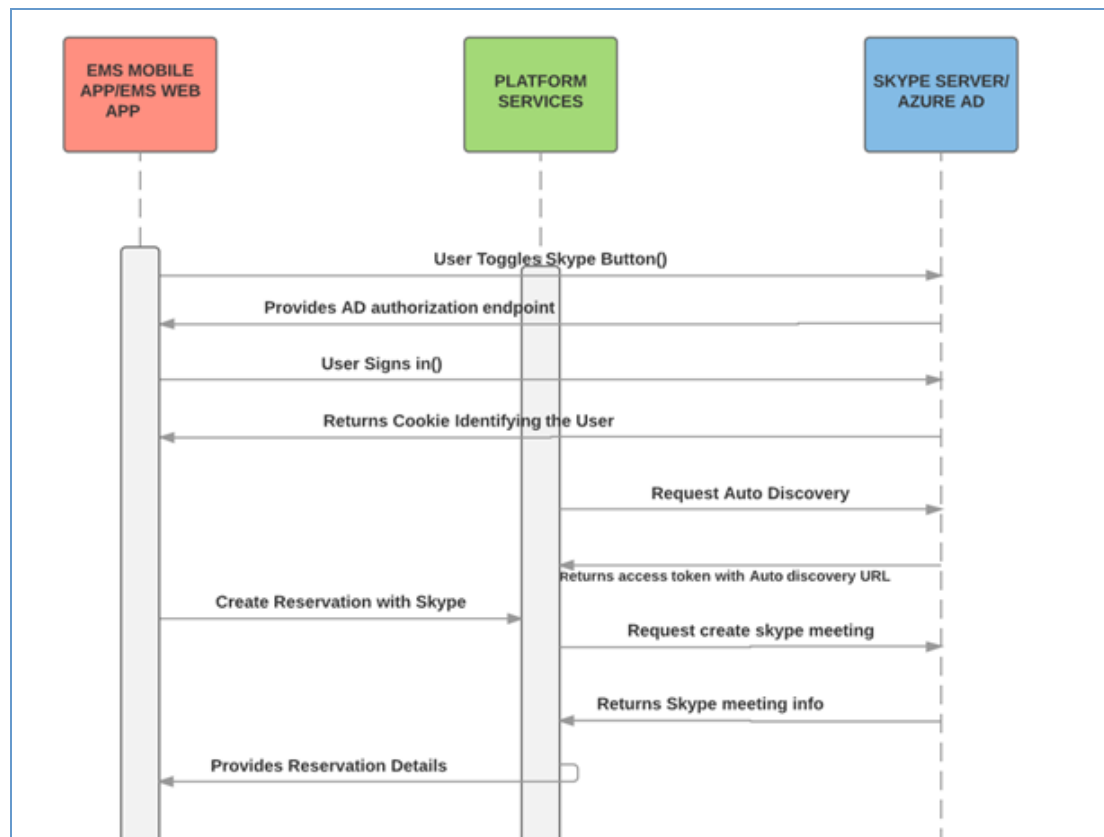
Skype for Business Authentication and Authorization Sequence Diagram

> ⚠ **Important!**
> Ensure that you have Exchange Integration Web Services component deployed in your environment.

Integrate with Skype for Business Server

> ⚠ **Important!**
> As of Update 24, the Skype for Business parameters have moved from EMS Desktop Client to EMS Platform Services. If you have installed Update 24 or higher, you will need to configure Skype for Business parameters in the Conferencing tab of EMS Platform Services Admin Portal.

> **Note:**
>
> To ensure that your Skype for Business invitation contains all required information, the Max Length for Text Fields parameter in EMS Desktop Client must be set to '0' (unlimited).

Conferencing Tab of EMS Platform Services Admin Portal

To configure Skype for Business in the EMS Platform Services Admin Portal:

1. Navigate to the **Conferencing** tab.

2. Provide a **Client Name** in the **Azure Active Directory Client ID** field. This determines the ID of the registered application.

3. Provide the **Azure Active Directory Tenant**. This determines the name of the AAD tenant.

4. Provide the **Skype for Business AutoDiscover URL**. This performs autodiscovery to find the appropriate server to communicate with. Multiple URLs must be separated by commas and cannot contain any spaces. The client machine and the Web server should have access to the Autodiscover URL.

5. Choose a **Skype for Business Server Authentication Method** from the drop-down. This determines

the authentication type that is used to generate a token. You can choose from the following
authentication methods:

- **NTLM**

- **ADFS**—The EMS Mobile App does not support ADFS authentication.

- **Username/Password**

- **Oauth (Online)**—This is the only authentication option for Skype for Business Online
  Integration.

6. Click **Save Changes**.

7. From the **Everyday User Applications** parameters tab, select the **Platform Services API URL**
   parameter and click **Edit** to specify the Platform Services URL.

All Applications	Desktop Client	Everyday User Applications	Kiosk	
Area:	(all)	⌄	Filter:	platf

Area (1)	▲	Description	Value
System		Platform Services API URL	https://book.emssoftware.com/
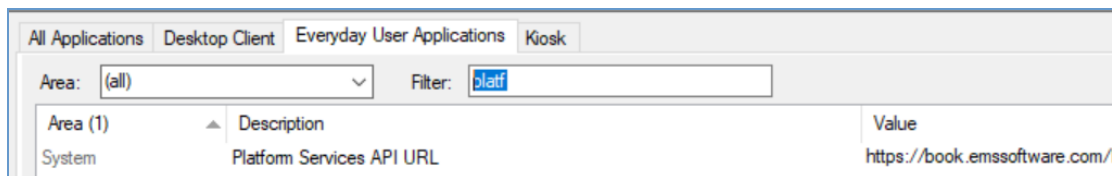
Everyday User Applications Tab, Platform Services API URL

8. Add EMS Applications to the Allowed Domains List. Unified Communications Web API (UCWA) uses
   xframe and cross-domain scripting to accomplish the user authentication to leverage the integration.
   Therefore, EMS applications must be added to a whitelist within the Skype for Business
   implementation. The whitelist needs to be updated on each of the servers that a user could leverage.
   For more information, please see here.

   - At a minimum, customers will need to whitelist the EMS Web App and EMS Mobile App
     conferencing URL (trailing forward slash is required). Please see examples below:

     ○ EMS Web App:
       https://servername.domain/EMSWebApplicationName/ConfrencingLogin.aspx/

       ■ Any combination of this URL will need to be whitelisted (e.g., if there is a different
         URL for Internal versus External or Mobile Web Access).

     ○ EMS Mobile App:
       emssoftware://skype/x

       ■ If the customer re-Packages the EMS Mobile App, the same URL should be used.

   - Optionally, whitelisting the EMS Web server will facilitate both test and prod environments

without adding multiple single entries. Please consult your organization's IT department and provide them with the following steps.

> ⚠ **Important!**
>
> When testing the Skype for Business Integration, ensure you are using a whitelisted **FULLY QUALIFIED DOMAIN**. Most browsers will throw a cross domain error unless the server name is whitelisted without FDQN.
>
> For example: **http://xxxx.servername.com/emswebapp** is different than **http://xxxx/emswebapp**
> or **https://xxxxx.servername.com/emswebapp**

9. Configure trusted Skype certificates. The client devices and EMS Servers need to be able to trust the certificates that are installed on the Skype servers within the Skype implementation. Customers can use private certificates that the Web server has been configured to trust.
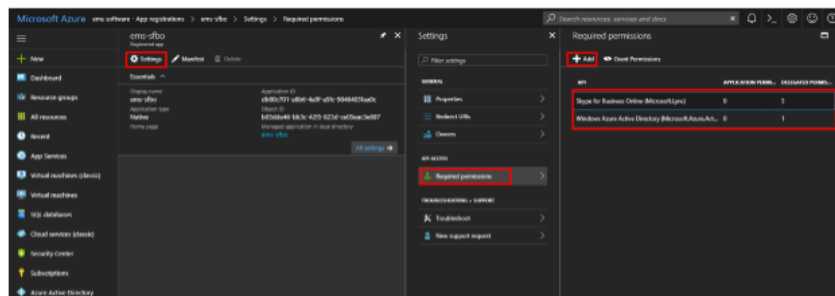
Integration with Skype for Business Online

1. Create a Skype for Business App in Azure AD:

    a. Sign into the Azure Management portal.

    b. Set the Azure Active Directory.

    c. Select **App registration**.

    d. Click **New application registration**.

    e. Enter the required information, including:

        i. In the Name field, enter the name of your application (e.g., EMS SFB).

        ii. In the Application type field, select **Native**.

        iii. In the Redirect URI field, enter the Conferencing URI (make sure to include the trailing slash).
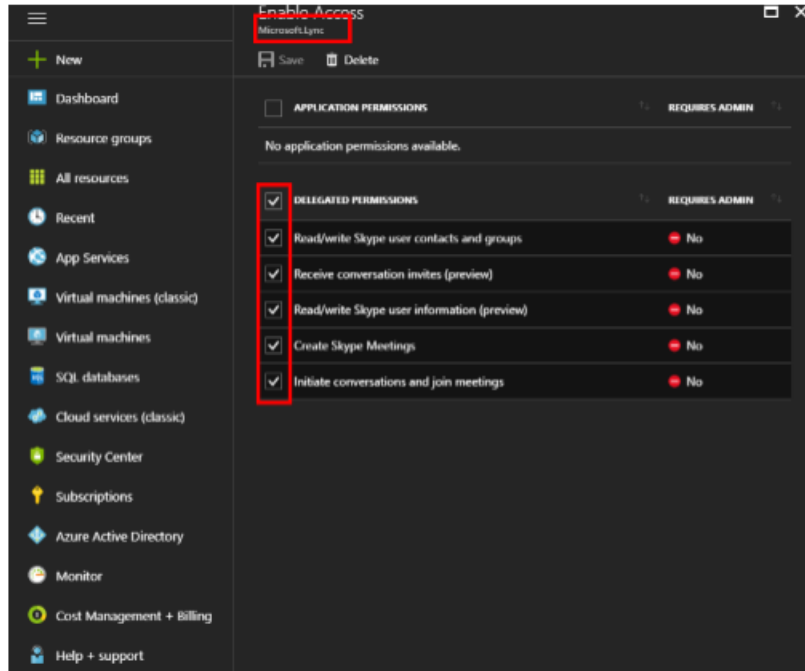
        iv. Click **Create**.

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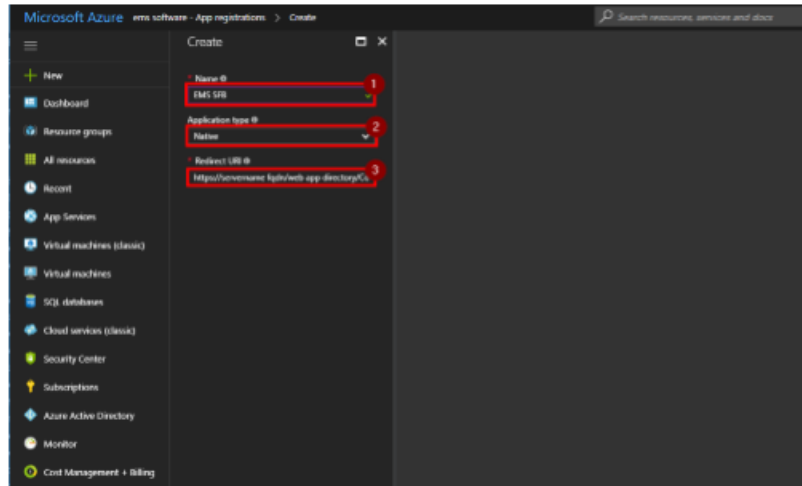
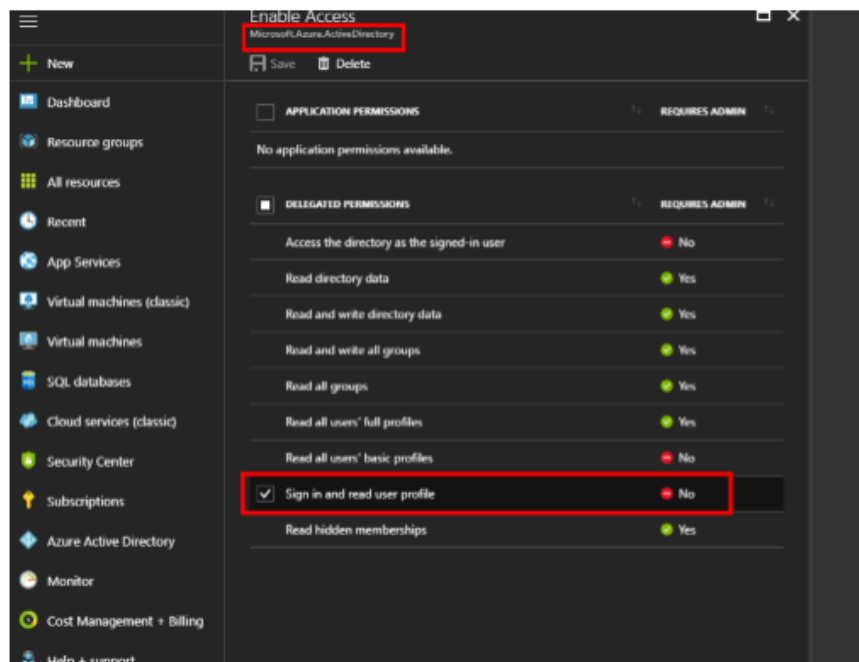Creating a Skype for Business App in Microsoft Azure

2. Modify the Skype for Business App permissions as follows:

    a. Click on the Skype for Business App from the App Registrations.

    b. Click **Required Permissions**.

    c. Click **Add**.

    d. Select all permissions for Skype for Business online.

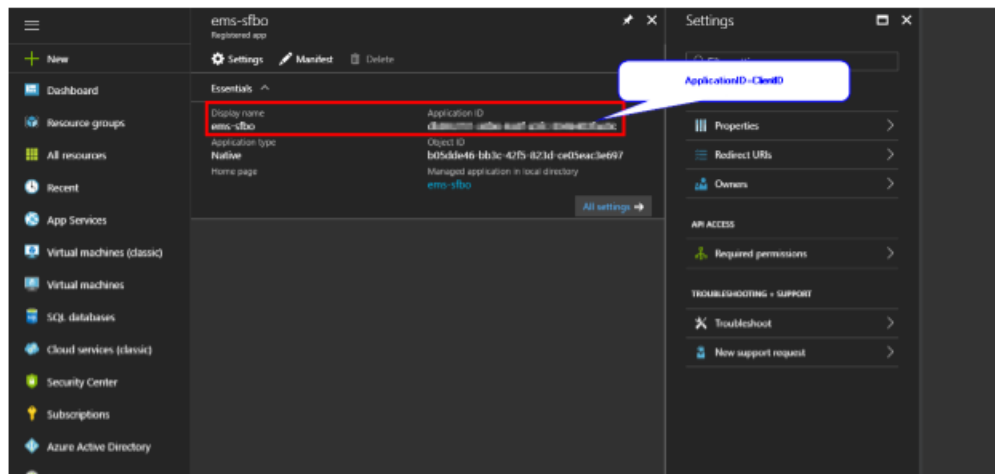e. Select Windows Active Directory and choose only **Sign in and read user profile**.

f. Click **Save**.

> **Note:**
> From this Skype for Business application, users can add multiple URI (e.g., for testing or production URI) without creating separate Skype for Business apps for each environment.

g. Note the Client ID. This will need to be added to EMS parameters.

3. From the EMS Platform Services Admin Portal, set the authentication for Skype for Business.

4. Configure the Reply URL in EMS Mobile App and EMS Web App as follows:

- EMS Mobile App:

    a. Refer to the steps outlined in this documentation.

    b. In the Reply URL field, insert emssoftware://skype/x.

    > **⚠ Important!**
    > The cache must be cleared in EMS Platform Services and EMS Web App whenever parameter changes are made.

- EMS Web App:

    ○ In the Reply URL field, insert the root URL:

        ■ Skype for Business Reply URL = https://loripsor/ConferencingLogin.aspx (where EMS Web App URL = htttps://loripsor.emswebapp.com and Root URL = loripsor)

> **Note:**
>
> When updating the EMS Web App, re-enter/reissue the secret key (from EMS Platform Services) in the new web.config file. You may need to add https://login.microsoftonline.com and EMS Web App server in the same Internet zone. This is how Microsoft verifies and sends the token key back to EMS Web App/Platform Services server.

Connect EMS Web App to Platform Services

To integrate with Skype for Business, EMS Web App must connect to EMS Platform Services.

1. Navigate to the EMS Platform Services Admin Portal.

2. Select **Integrations**. Under Clients, click on the EMS Web App link.

3. Click the **Reset Secret** button and copy the generated Secret.

4. In the web.config file located in the designated folder for your current version of EMS, insert the copied Secret ID into the value field.

   ```
   <add key="platformServicesSecret" value="YourSecretID" />
   ```

> ⚠️ **Important!**
>
> EMS Cloud Services customers do not need to generate a Secret or insert it into the web.config file (Steps 3 and 4).

5. Clear the cache in EMS Platform Services.

6. In the EMS Desktop Client, navigate to **System Administration** > **Settings** > **Parameters** > **Everyday User Applications**. Configure the **Platform Services API URL** parameter and then click **Close**.
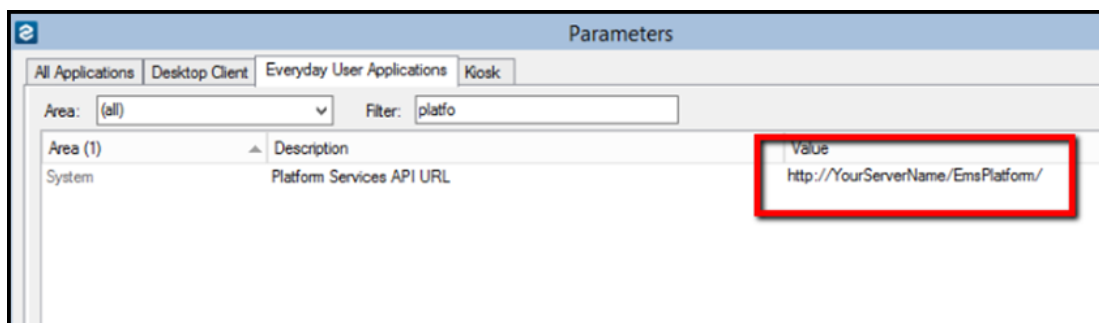
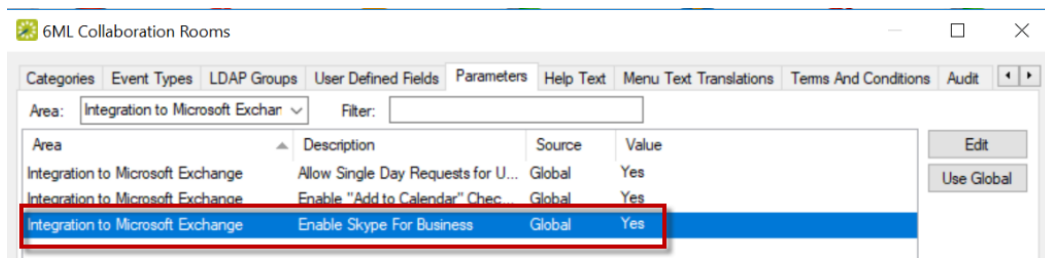Everyday User Applications Tab, Platform Services API URL

Configure Skype for Business on Global Templates

> ⚠ **Important!**
>
> As of Update 24, the Skype for Business parameters have moved from EMS Desktop Client to EMS Platform Services. If you have installed Update 24 or higher, you will need to configure Skype for Business parameters in the Conferencing tab of EMS Platform Services Admin Portal.

1. Configure Skype for Business in the EMS Platform Services Admin Portal.

Configuring Skype for Business on a Global Template

2. Navigate to **System Administration** > **Settings** > **Parameters** > **Everyday User Applications** tab.

   a. From the Area dropdown, choose **System**.

   b. Select **Platform Services URL**. Click **Edit**.

   c. Enter the URL for Platform Services. For example: https://serverURL/{PlatformServicesName}.

   d. Click **OK**.

   e. Click **Close**.

3. Navigate to **System Administration** > **Settings** > **Parameters** > **Everyday User Applications** tab.

   a. From the Area dropdown, choose **Skype for Business**.

   b. Select **Enable Skype for Business**. Click **Edit**.

   c. The default value is No. Set the Description to **Yes**.

   d. Click **OK**.

e.   Click **Close**.

4.   In the Everyday User Application Settings, check the **Enable Integration to Microsoft Exchange** box.

Configure Skype for Business on a Process Template Level
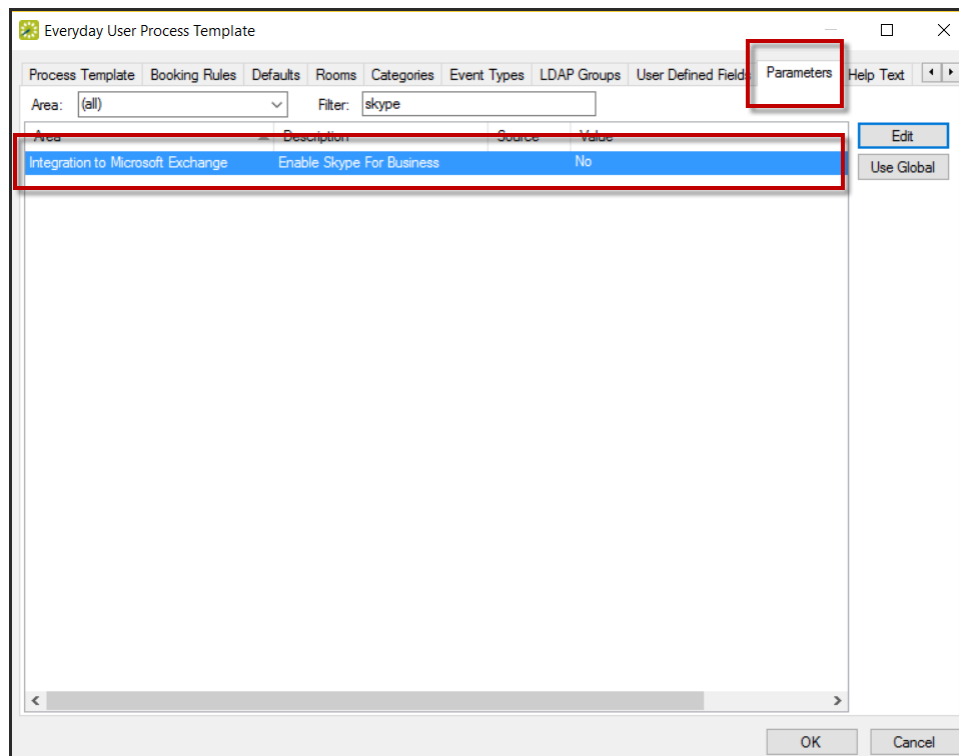
> 💬 **Note:**
> Changing the parameters on a template level will override the global settings.

1.   In the EMS Desktop Client, navigate to **Configuration** > **Everyday User Applications** > **Everyday User Process Templates**.

2.   Click **New**. The template dialog box appears.

> 💬 **Note:**
> To edit an existing template, see Configure Skype for Business on Existing Templates.

3.   In the Everyday User Application Settings section of the **Process Templates** tab, check the **Enable Integration to Microsoft Exchange** box.

4.   Navigate to the **Parameters** tab.

5.   Filter the parameters by typing "Skype" in the Filter field.

6.   Click on the **Enable Skype for Business** parameter and click **Edit**. The Edit Parameter dialog box appears.

a.   The default value is No. Select **Yes** from the Enable Skype for Business dropdown.

b.   Click **OK** on the Edit Parameter dialog box.

7.   Click **OK** on the Everyday User Process Template box.

8.   Click **Close**.

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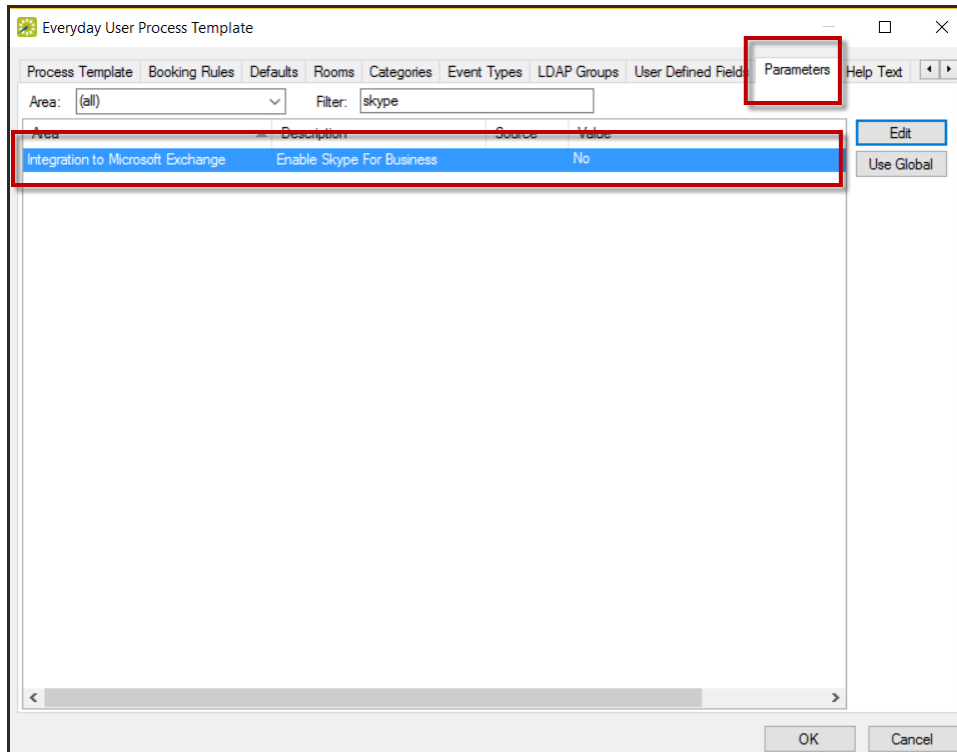Configuring Skype for Business on a Process Template Level

> ⚠ **Important!**
> The cache must be cleared in EMS Platform Services and EMS Web App whenever parameter changes are made.

Configure Skype for Business on Existing Process Templates

To configure Skype for Business in existing templates:

1. In the EMS Desktop Client, navigate to **Configuration** > **Everyday User Applications** > **Everyday User Process Templates**.

2. Click on the existing template for which you want to enable Skype for Business.

3. Click **Edit**. The template dialog box appears.

4. Ensure that the **Enable Integration to Microsoft Exchange** box is checked in the Everyday User Application Settings section of the **Process Templates** tab.

5. Navigate to the **Parameters** tab.

6. Filter the parameters by typing "Skype" in the Filter field.

7. Click on the **Enable Skype for Business** parameter and click **Edit**. The Edit Parameter dialog box appears.

   a. The default value is **No**. Select **Yes** from the Enable Skype for Business dropdown.

   b. Click **OK** on the Edit Parameter dialog box.

8. Click **OK** on the Everyday User Process Template box.

9. Click **Close**.

Configuring Skype for Business in an Existing Template

> ⚠ **Important!**
> The cache must be cleared in EMS Platform Services and the EMS Web App whenever parameter changes are made.

> **Note:**
>
> Once a Skype meeting is added to a reservation, a Skype meeting flag, which indicates that the reservation has a Skype meeting, appears in the **Booking Summary** tab for the reservation in the EMS Desktop Client. Additionally, the Skype ID will appear in the **Properties** tab for the reservation. A reservation-level display field named **Skype Meeting** in the Query Builder will indicate there is a Skype meeting in the reservation.

CHAPTER 4: Skype for Business in the EMS Web App

Everyday Users can now integrate audio/video conferencing tools with EMS applications, starting with Skype for Business. The EMS integration of Skype for Business allows users to easily integrate instant messaging and audio/video conferencing to their meetings without the need for A/V support.

> ⚠ **Important!**
>
> When considering using the Skype for Business Integration, keep in mind the following:
>
> - Skype for Business is **ONLY** available on **Exchange-enabled templates**.
> - **Users cannot edit or remove Skype for Business meetings from their reservations. Users can delete the link, but the Join link will remain enabled.**
>
> For more information about Configuring Skype for Business, see Configure Skype for Business.

This topic provides information about the following:

- Add Skype for Business to Your Reservation
- Join a Skype for Business Meeting from the EMS Web App

Add Skype for Business to Your Reservation

There are multiple ways to add or remove Skype for Business to your reservation.

1. Open and log into the EMS Web App.
2. Begin creating your reservation.
3. You will see an **Add Skype to Reservation** toggle on both the **Room & Attendees** and **Reservation Details** tabs. From either of these tabs, click the **Add Skype to Reservation** toggle to add Skype for Business to your reservation.
4. If this is your first time adding a Skype for Business meeting in the Web App, a Skype authentication dialog box will appear. Click **Continue to Login**.
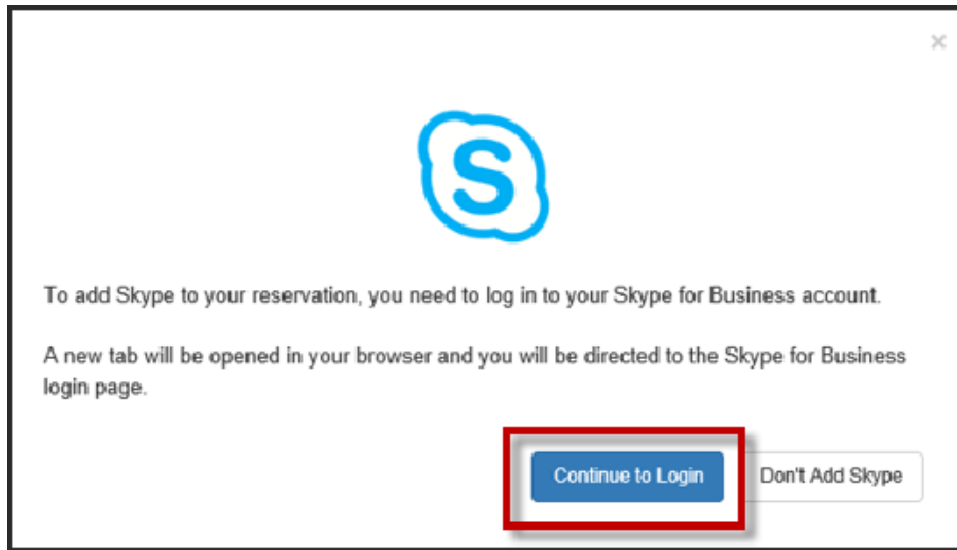
Skype Authentication Dialog

5. In the new browser window, enter your email address and password to authenticate your Skype for Business account.
   - If your Skype account is authenticated, you can continue creating your reservation.
   - If your Skype account is not authenticated, an authentication modal will appear.
   - If you fail to authenticate your Skype account, the Skype toggle will be disabled.

6. Once the **Add Skype to Reservation** toggle is set to **On**, a confirmation will appear at the top of the screen indicating that Skype information will be added once you've completed your reservation.

Skype Confirmation Message

> 💬 **Note:**
>
> The user who created the meeting will be able to view the Skype for Business meeting details (including Skype meeting link and call-in information) from the **Browse Events**, **Browse Locations**, and **Browse People** screens.
>
> Once you have added Skype to your reservation, the meeting attendees will receive an email notification including the Join Skype link and call-in information.

7. To remove Skype for Business from your meeting, set the **Add Skype to Reservation** toggle to **Off** from either the Room & Attendees tab or Reservation Details tab. A message will appear at the top of the screen, confirming that Skype information has been removed from your reservation.

Join a Skype for Business Meeting from the EMS Web App

> 💬 **Note:**
>
> You can join a Skype for Business meeting that has been added to your reservation from multiple places in the EMS Web App:
>
> - View Reservation
> - My Booking Details page

1. From **My Events**, navigate to the **Reservation Tasks** column on the **Reservation Details** tab. Click the **Join Skype** icon to launch your Skype for Business meeting.

Join Skype from Reservation Details Tab

2. From the **Booking Details** page, navigate to the **Event Details** tab. At the bottom of the **Event Details** tab, click the **Join Skype** button to instantly launch your Skype for Business meeting.

Join Skype from Event Details Tab

For more information regarding using Skype for Business in other EMS access points, see also:

- Skype for Business in EMS Mobile App
- Skype for Business in EMS for Microsoft Outlook

For more information regarding features of Skype for Business, refer to the Microsoft Skype for Business User Guide.

CHAPTER 5: Skype for Business in EMS for Outlook

Everyday Users can now integrate audio/video conferencing tools with EMS applications, starting with Skype for Business. The EMS integration of Skype for Business allows users to easily integrate instant messaging and audio/video conferencing to their meetings without the need for A/V support. Skype for Business is **only** available for **Exchange-enabled templates**. For more information, see Configure Skype for Business.

> ⚠ **Important!**
>
> When considering using the Skype for Business Integration, keep in mind the following:
>
> - Skype for Business is **ONLY** available on **Exchange-enabled templates**.
> - Skype for Business meetings cannot be removed from Outlook appointments, including those tied to reservations using EMS for Outlook.
>
> For more information about Configuring Skype for Business, see Configure Skype for Business.

Add Skype for Business to Your Reservation

1. Ensure you have the Skype for Outlook add-in.
2. Open Microsoft Outlook and create a standard event request that includes the event subject, the date, and time for the event, and invite the necessary attendees.
3. Click the **EMS Room Manager** icon. Create your reservation.
4. Under the **Meeting** tab, click the **Skype Meeting** button. Skype meeting information will appear in your meeting invitation and will be stored on the EMS database.
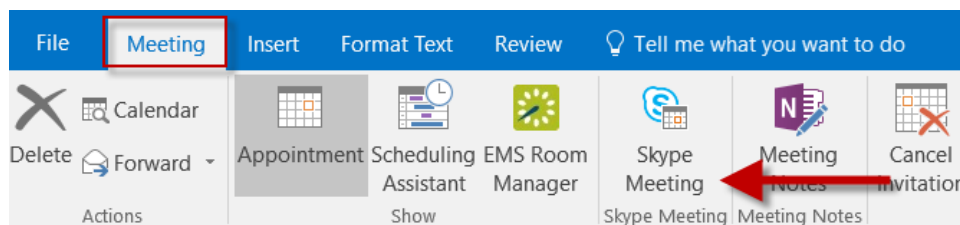
5. If this is your first time using Skype for Business, an authentication form will appear. Sign in using your Skype credentials.
   - If your Skype account is authenticated, you can continue creating your reservation.
   - If your Skype account is not authenticated, an authentication modal will appear.

- If you fail to authenticate your Skype account, the Skype toggle will be disabled.

> **Note:**
>
> Authentication to Skype is dependent upon the deployment type.
>
> **There are three deployment types for Skype for Business:**
>
> a. **On Premise:** This deployment for Skype for Business does not retain a token and requires authentication every 8 hours. As a result, you will be asked to sign in every 8 hours.
> b. **Online:** This deployment retains the token so only an initial authentication is required.
> c. **Hybrid:** This deployment has the same authentication method as the Online deployment.
>
> For more information regarding authentications in Skype for Business, see Skype for Business Deployment Types.

6. Complete your reservation. Once Skype has been added to your meeting, the Skype meeting information will appear in all EMS applications that have been integrated with Skype for Business (i.e., EMS Mobile App and EMS Web App).

For more information regarding using Skype for Business in other EMS access points, refer to:

- Skype for Business in EMS Mobile App
- Skype for Business in EMS Web App

For more information regarding features of Skype for Business, refer to the Microsoft Skype for Business User Guide.

CHAPTER 6: Skype for Business Integration in EMS Mobile App

The EMS integration of Skype for Business in the Mobile App allows users to easily incorporate instant messaging and audio/video conferencing to their meetings without the need for A/V support. Skype for Business Integration is currently available for the EMS Mobile App, EMS Web App, and EMS for Outlook.

> ⚠ **Important!**
>
> When considering using the Skype for Business Integration, keep in mind the following
>
> - Skype for Business Integration is **ONLY** available on **Exchange-enabled templates**.
> - **Users cannot edit or remove Skype for Business meetings from their reservations. Users can delete the link, but the Join link will remain enabled.**
>
> For more information about Configuring Skype for Business, see Configure Skype for Business.

This topic provides information about the following:

- Add Skype for Business to a Reservation
- Join a Skype for Business Meeting

Add Skype for Business to a Reservation

To add Skype for Business to a reservation in EMS Mobile App:

1. Sign in to your EMS Mobile App.
2. Create your reservation. Select a room and invite attendees.
3. At the bottom of the screen, there is a **Create a New Skype Meeting** toggle.

Skype for Business Toggle

4. If this is your first time using Skype for Business, an authentication form will appear. Sign in using your Skype credentials.
   - If your Skype account is authenticated, you can continue creating your reservation.
   - If your Skype account is not authenticated, an authentication modal will appear.
   - If you fail to authenticate your Skype account, the Skype toggle will be disabled.
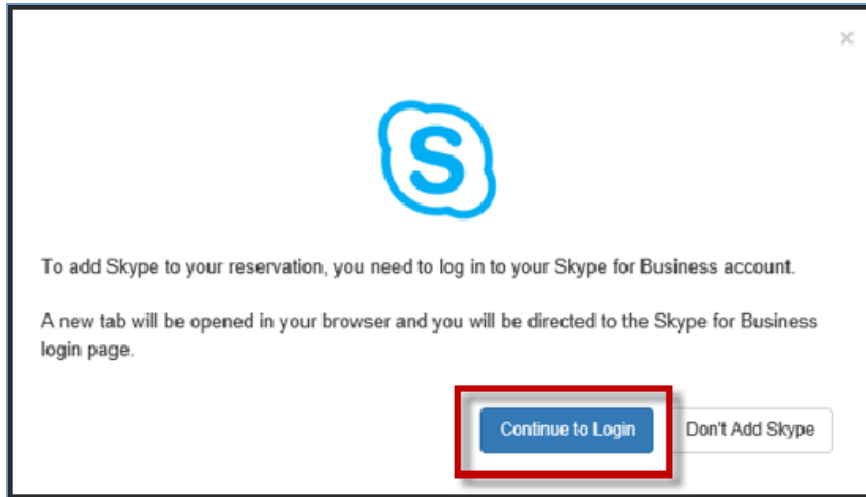
Skype Authentication Form

> ⬛ **Note:**
>
> Authentication to Skype is dependent upon the deployment type. There are three deployment types for Skype for Business:
>
> a. **On Premise:** This deployment for Skype for Business does not retain a token and requires authentication every 8 hours. As a result, you will be asked to sign in every 8 hours.
> b. **Online:** This deployment retains the token so only an initial authentication is required.
> c. **Hybrid:** This deployment has the same authentication method as the Online deployment.
>
> For more information regarding authentications in Skype for Business, see Skype for Business Deployment Types.

5. Following authentication, slide the **Create a new Skype Meeting** toggle to add Skype for Business to your reservation.

Create a New Skype Meeting Toggle

6. After successful authentication, you should receive a message that Skype has been successfully added to your reservation. To remove Skype from your reservation, slide the **Create a new Skype Meeting** toggle to the disabled position.

7. Click **Create Reservation**. Skype meeting information will appear in your meeting invitation and will be stored on the EMS database.

> ⚠ **Important!**
>
> Once you have added Skype to your reservation, the meeting attendees will receive an email notification including the Join Skype link and call-in information.

8. Meeting hosts can view reservation details, including Skype meeting information, by navigating to the **Home** page. Swipe to the left of the meeting you want to view and click **Details**.
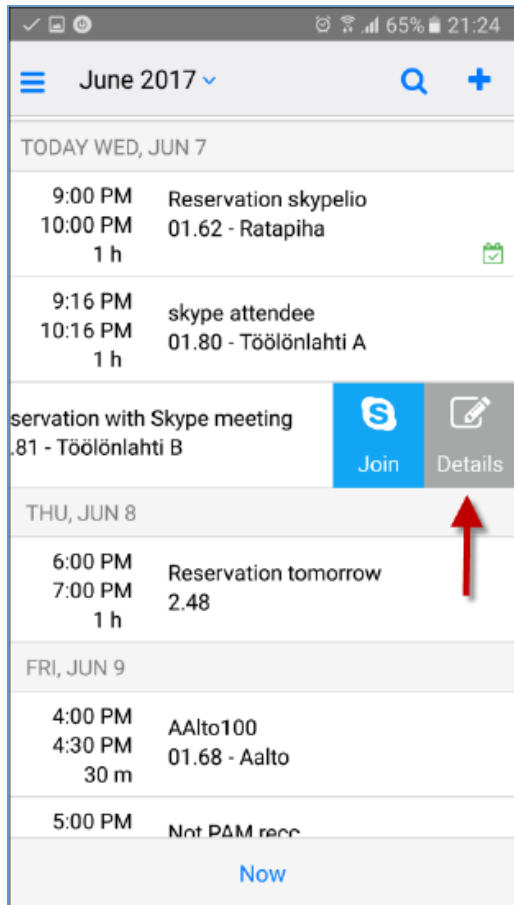
Select Details to View Skype Meeting Information

> **Note:**
>
> Once Skype has been added to your meeting, the Skype meeting information will appear in all EMS applications that have been integrated with Skype for Business (i.e., EMS for Outlook and EMS Web App).

Join a Skype for Business Meeting

To join a Skype for Business meeting in EMS Mobile App:

1. From the Home page, navigate to the meeting you want to attend. Swipe left. From this drawer, you will be able to **Cancel**, **Join**, and view **Details**.
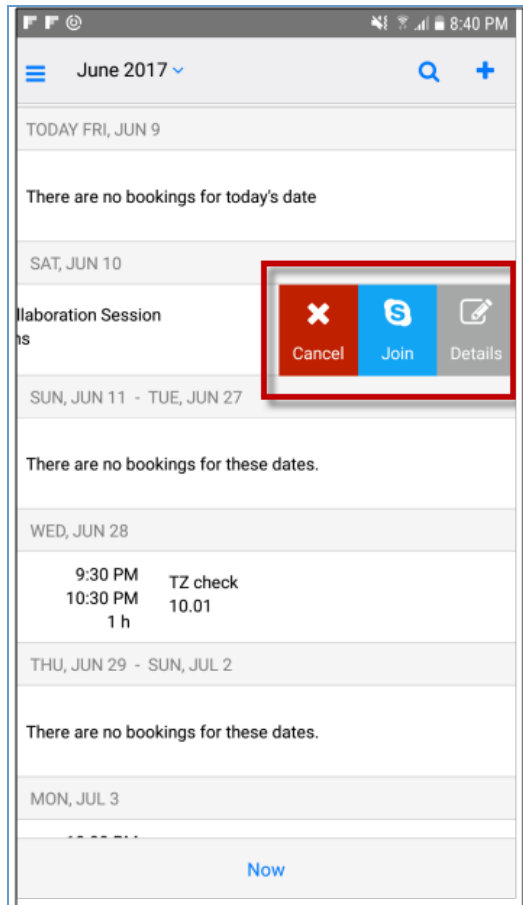
Skype Join Meeting Button

2. Click **Join** to be connected to your Skype meeting.

For more information regarding using Skype for Business in other EMS access points, see also:

- Skype for Business in EMS for Outlook
- Skype for Business in EMS Web App

For more information regarding features of Skype for Business, refer to the Microsoft Skype for Business User Guide.