

Skype for Business – Online meetings at UAntwerpen

You want to participate in online meetings held by the University of Antwerp but you're not a UAntwerpen employee?

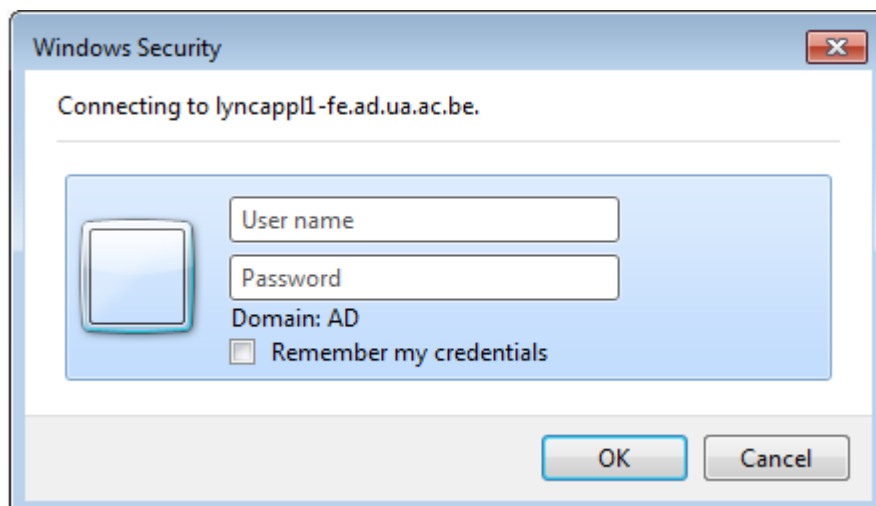
Here's how to do this:

- At the start of the meeting you'll get a meeting reminder from Outlook if you added the meeting request to your calendar. You can click the reminder to instantly participate in the meeting.
- If you don't use Outlook, you can click the link (while holding "Ctrl") that's in your meeting invite titled "Join Skype Meeting":

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

- This link can also be used by the organizer to prepare documents and presentations before the meeting start.
- After clicking the link, a webpage will open pointing to the online meeting space:



- Do you have a (guest) account at the University of Antwerp? Then you can try to use this account to log on. If not, press cancel in the login window and Click "Sign in here instead" after the text "Are you a guest to this meeting?":

Lync Web App

User name

Password

☐ Remember me

Looks like your user name or password isn't right.

☒ Install Lync Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

➔ Join the meeting

⬅ Are you a guest to this meeting? [Sign in here instead](#)

Then, you have to enter your name and click “Join the meeting”:

Lync Web App

Guest, type your name below

☐ Remember me

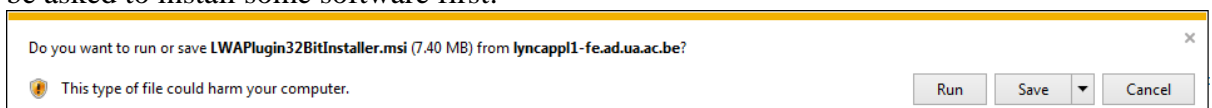
☒ Install Lync Web App plug-in

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

➔ Join the meeting

⬅ Sign in if you are from the organizer's company

If it's the first time you are participating in a Lync or Skype for Business meeting, you will be asked to install some software first:



- You need to install the “Lync Web App” before you can participate in the meeting. To do so, click “Run” and the application will install itself. If you get a message stating the software wants to install itself, click “Allow”:



Microsoft Lync Web App Plug-in

The domain ad.ua.ac.be wants to load the plug-in that will let you participate in audio and video conferencing and will also let you present your screen to others.

Only allow the plug-in if you trust ad.ua.ac.be.

☐ Always allow the plug-in for this domain

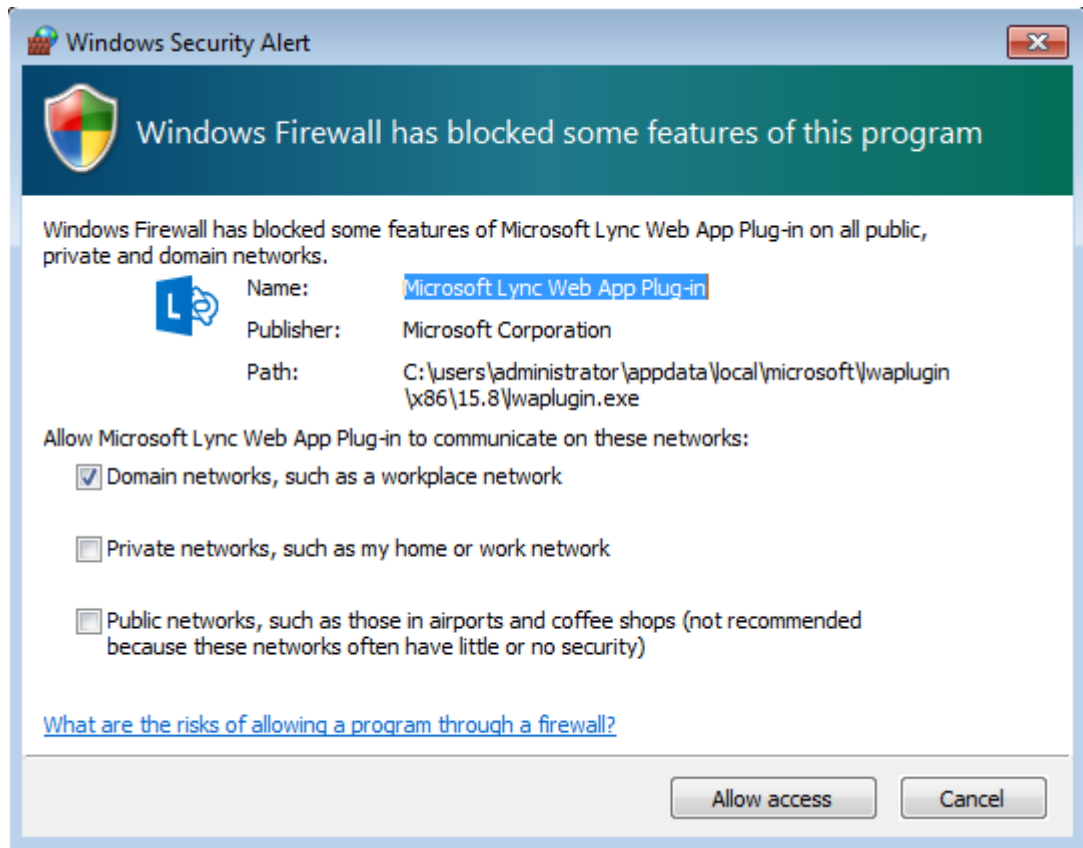
Allow

Deny

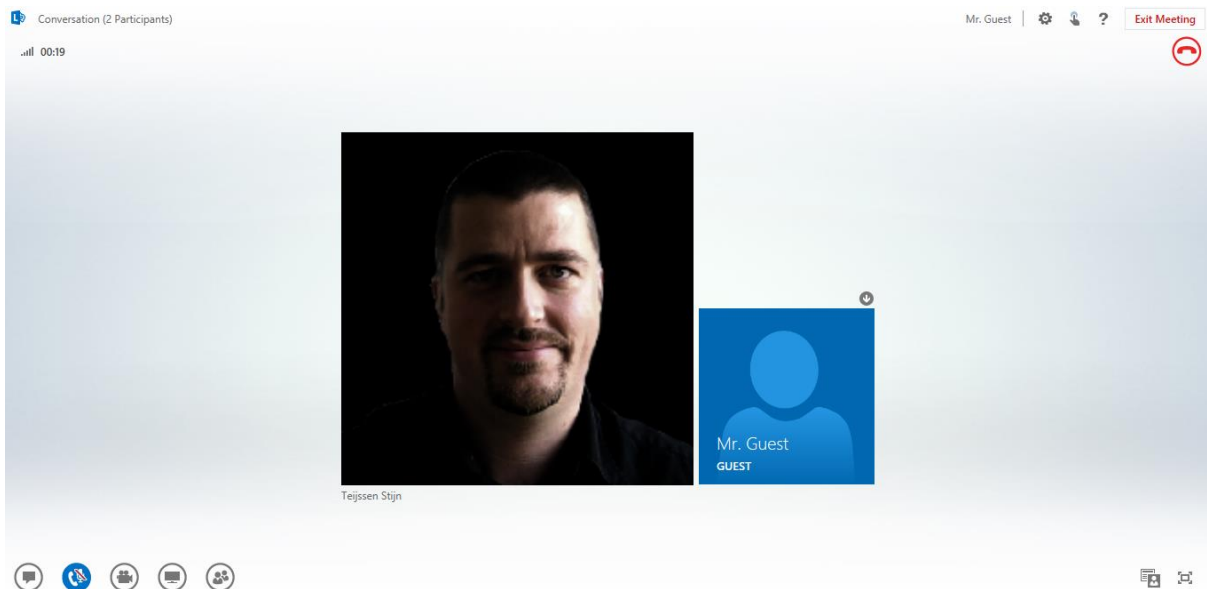
- Once installed, the software will take you to the virtual lobby. Wait here until the organizer allows you to the meeting:

Hello. You're in our virtual lobby, so make yourself comfortable. The organizer will let you in soon.....

- It is possible your Windows Firewall will report that the software wants is blocked because it wants to access the web. If this is the case, simply click “Allow” to enable the program to access the meeting room:



- Once you're allowed to the meeting you'll see the main meeting window, which is similar to the window below. Here you can enable your microphone for speech, enable video streaming if you have a webcam, send text messages, etc.



We wish you a great and successful meeting!