1. Click [Here](https://support.office.com/en-us/article/Join-a-Skype-for-Business-meeting-with-Skype-Meetings-App-Skype-for-Business-Web-App-4828ad18-ed21-422a-a870-94d676d4b72a#Version=Skype-Meetings-App) to see detailed directions on how to install and log on in Skype

1. Make sure you have the meeting planner. If you just have a link to the meeting without the planner, you will need to have Skype Business in order to join.

1. Once you receive the meeting planner, please accept the meeting.

1. When it's time for you to join, click on the "Join Skype Meeting"

1. Enter your Name when prompted

1. You should be all set to attend the meeting now.