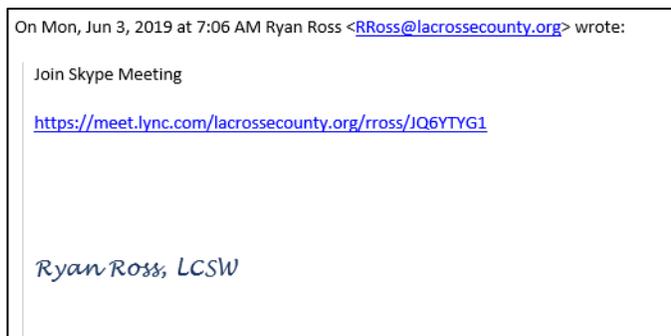


Connecting to Skype for Business without having a Skype License:

1. Preparation:

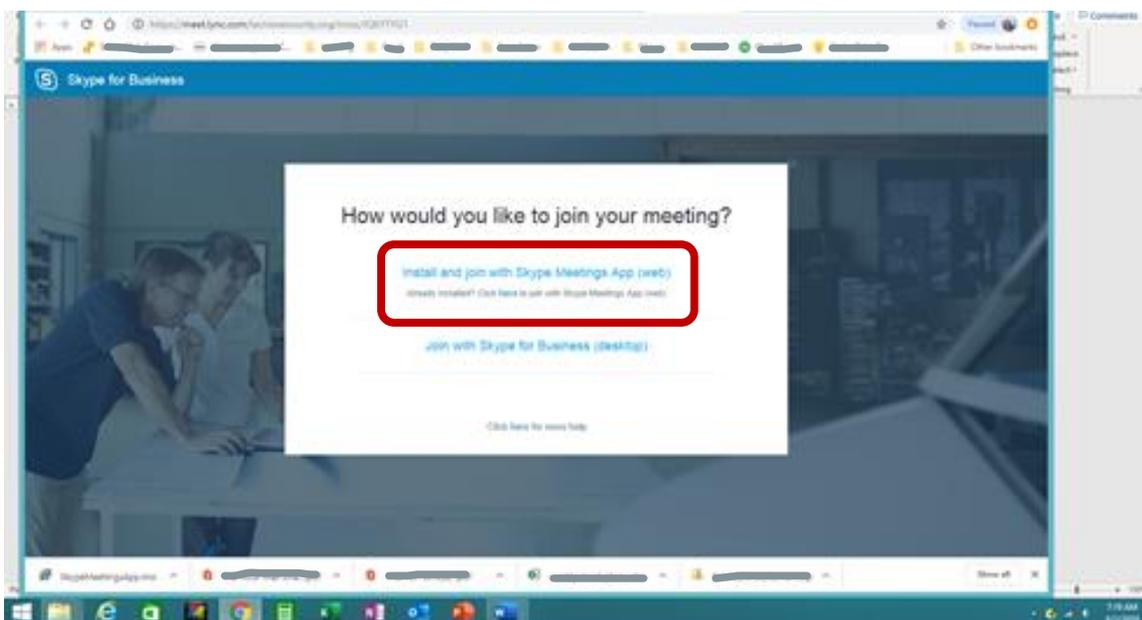
- a. Equipment:
 - i. Desktop or Laptop computer (**will not connect to smartphones**)
 - ii. Web camera with video and microphone
 - iii. Computer Speakers
- b. Operating Systems:
 - i. Windows 10, Windows 8, Windows 7, Macintosh version 10.8 or later
- c. Internet Browser:
 - i. Edge, Internet Explorer 11, Firefox, Chrome, Safari

2. Receive an email from the host with a link to the meeting website



3. Select to “Join with the Skype Meeting Web App”

- a. Required to Download the Software for first time use



4. Enter your Name

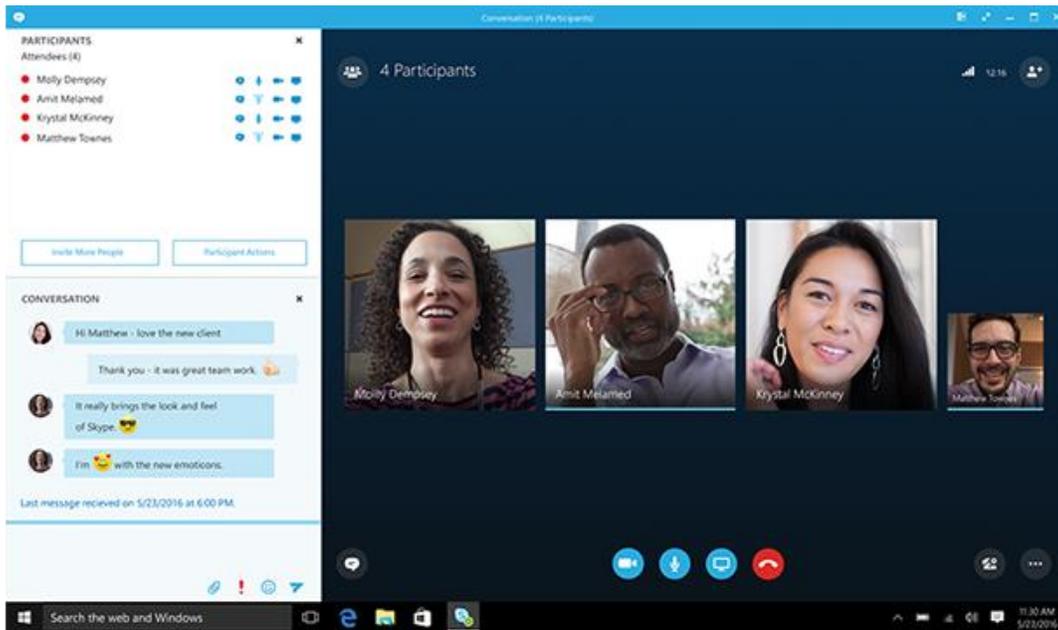
Skype for Business Web App

Guest, type your name below

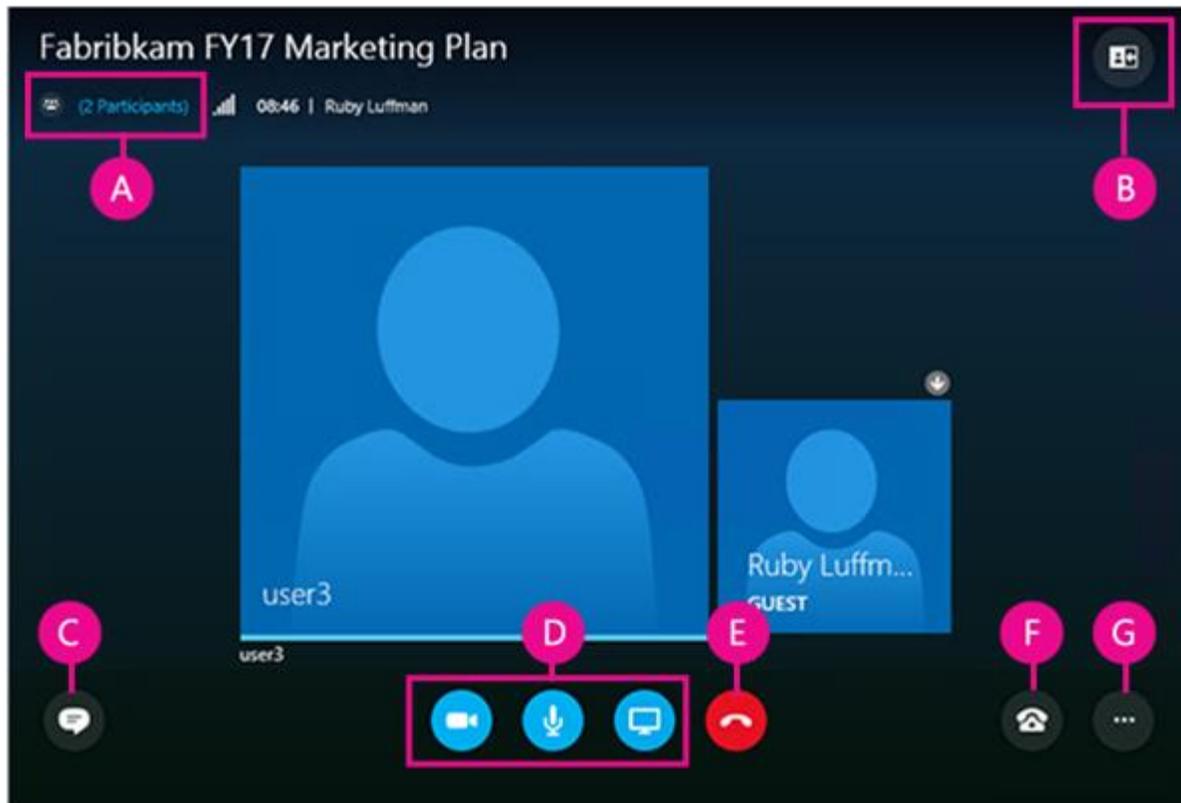
Remember me

Install Skype for Business Web App plug-in
By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

5. Participate in Meeting



6. Navigating the Screen



A – Participant List; who is on the call

B – Your Contacts Directory

C – Chat Room for participants on the call

D – Audio/Visual Controls.

Camera: turns on/off your video camera

Microphone: mutes/unmutes your microphone to talk

Computer screen: shares/unshares your computer screen

E – Hang Up; End Call

F – Phone dialer (will not work)

G – Other Options & Settings

Additional Help: [Skype for Business Help](#)

Purchasing a Skype for Business/Office 365 License

A purchase license allows for connectivity through desktops, laptops, and/or smartphones

<https://products.office.com/en/business/compare-more-office-365-for-business-plans>

(as of 6/18/19)

<p>\$12.00 user/month (annual commitment)</p> <p>Office 365 ProPlus</p> <p>This Package Does Not Include Business Services: Skype for Business/Teams, etc</p>	<p>\$8.00 user/month (annual commitment)</p> <p>Office 365 E1</p> <p>Buy now</p> <p>Learn more</p> <p>Price does not include tax.</p> <p>Business services—email, file storage and sharing, Office Online, meetings and IM, and more. Office applications not included.</p>	<p>\$20.00 user/month (annual commitment)</p> <p>Office 365 E3</p> <p>Buy now</p> <p>Learn more</p> <p>Price does not include tax.</p> <p>All the features of ProPlus and Office 365 E1 plus security and compliance tools, such as legal hold, data loss prevention, and more.</p>	<p>\$35.00 user/month (annual commitment)</p> <p>Office 365 E5</p> <p>Contact sales</p> <p>Learn more</p> <p>Price does not include tax.</p> <p>All the features of Office 365 E3 plus advanced security, analytics, and voice capabilities.</p>
<p>Office applications included</p> <p>Outlook Word Excel PowerPoint Access (PC only) Publisher (PC only)</p> <p>Services included</p> <p>OneDrive</p>	<p>Office applications (Not included)</p> <p>Services included</p> <p>Exchange OneDrive SharePoint Microsoft Teams Yammer Stream</p>	<p>Office applications included</p> <p>Outlook Word Excel PowerPoint Access (PC only) Publisher (PC only)</p> <p>Services included</p> <p>Exchange OneDrive SharePoint Microsoft Teams Yammer Stream</p>	<p>Office applications included</p> <p>Outlook Word Excel PowerPoint Access (PC only) Publisher (PC only)</p> <p>Services included</p> <p>Exchange OneDrive SharePoint Microsoft Teams Yammer Power BI Pro</p>