

# Attending a Skype4B web conference as a student (MAC OS X)

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Instructions for students (exception!)  
Status: March 2020

## Requirements

- Stable internet connection
- Any Internet Browser (Safari)
- Microphone and webcam
- MAC OS X

## Content

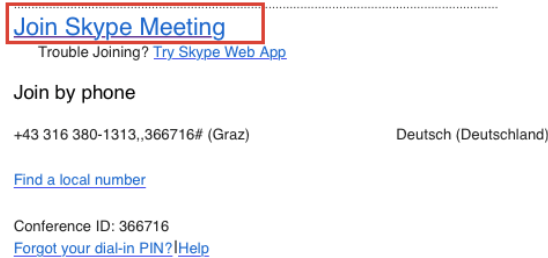
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## Attending a Skype4B web conference as an

Due to current events, students can also participate in a web conference under **MAC OS X**. As a student you will receive a meeting link by e-mail and can use this link to join the (online) course.

### Open the Skype meeting link

1. Open the e-mail with the corresponding meeting link.
2. If possible, click the meeting link or right-click „Copy Link“ to any Internet browser.



### Download and install Meeting-App

1. Next, choose how you want to join the meeting. If you do not have a Skype for Business client installed, please select **"Install and join with Skype Meetings App (Web)"**.

How would you like to join your meeting?

**Install and join with Skype Meetings App (web)**

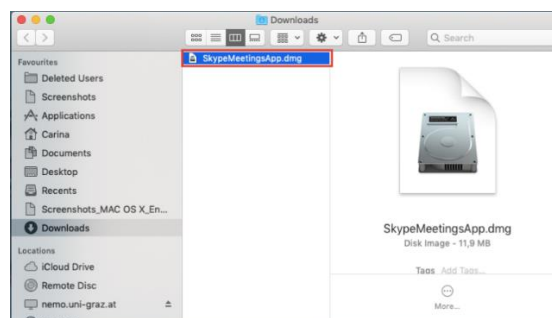
Join with Skype for Business (desktop)

2. In the next step you will receive a local download file „SkypeMeetingApp.dmg“. Save the file and wait for the download.



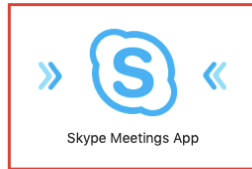
**Annotation: Please do not close the browser incl. Skype Web App website. It may be that you need the website again at a later date!**

3. After successfully downloaded, you find the file in **your local download folder**. Open the corresponding folder and **install** the dmg file with a **double-click**.



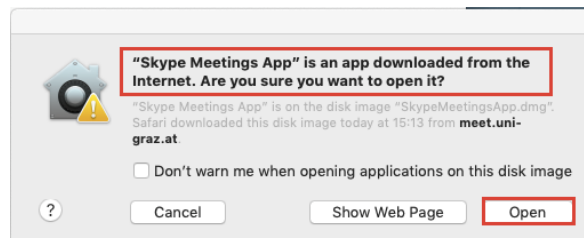
4. After opening the dmg file, the **Skype for Business logo** will appear. Install the Skype Meetings App with a *double-clicking* on the icon.

## Skype Meetings



Double-click the icon to install.

5. Before the file can be installed, you will receive a **warning message** that the file was downloaded from the Internet. Check the box if you do not want to be warned and then click on *Open* to proceed with the installation.



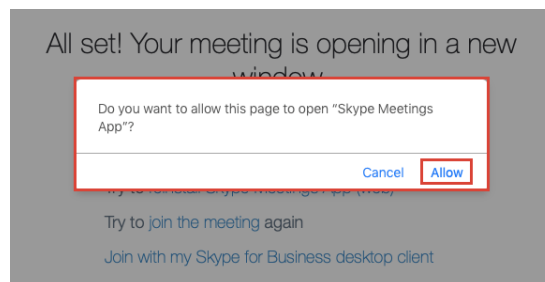
6. Once the file has been installed, you can join the meeting. To do this, click on the "*Join the meeting*" button in your browser. The Skype for Business Meetings app should now start automatically.

Have you finished installing the app?

**Join the meeting**

## Start Skype Meeting App

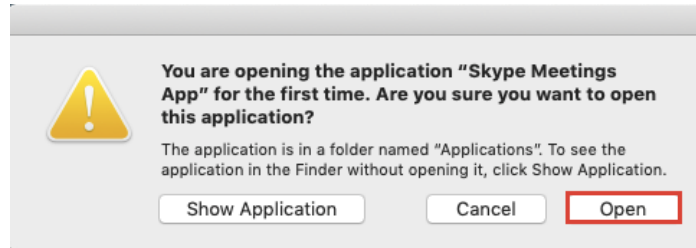
7. Es öffnet sich ein **Meldungsfenster**, ob „diese Seite die Skype Meetings App öffnen darf?“. Klicken Sie auf *Erlauben*. Ein neues Fenster öffnet sich und die Skype-Besprechungs-App wird gestartet. A **message window** opens asking if "*This page is allowed to open the Skype Meetings app?*". Click on *allow*. A new window will open and the Skype Meeting App will start.



8. Enter a name to be displayed during the meeting eg Mater Alma or Max Mustermann and then click on "*Participate*".

## Install the Skype for Business Web Application

9. You will receive a **message window** again. Click on *Open* to start the application.



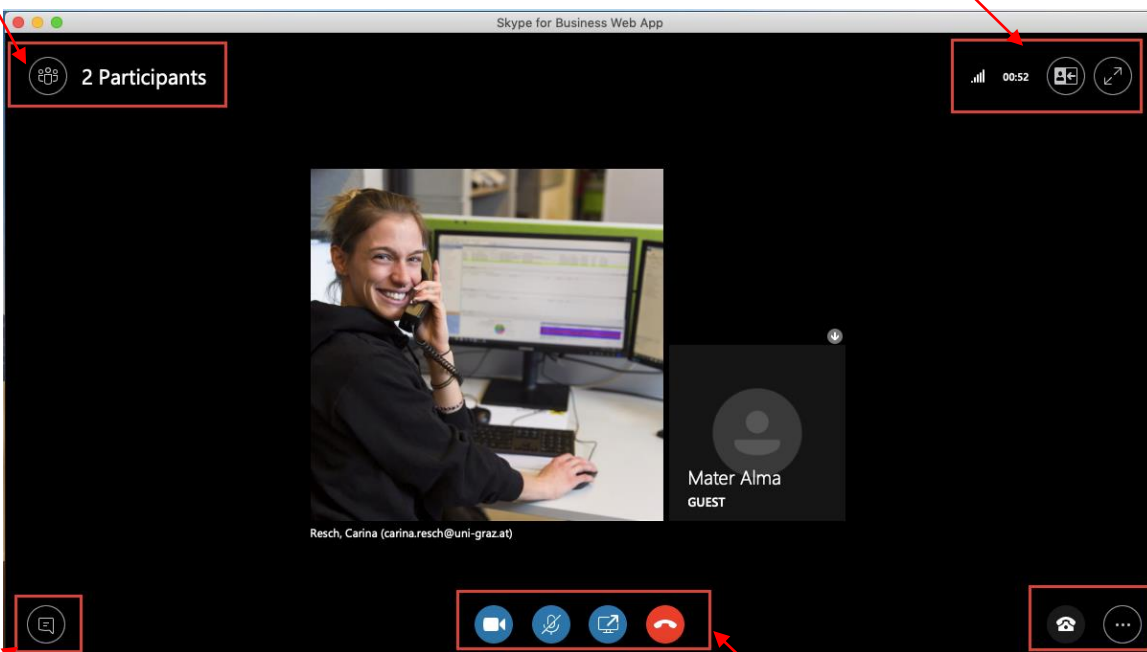
10. After the application has started, you will be redirected to the **virtual waiting area**. The meeting organizer is responsible for the virtual waiting area. Wait for him to let you in for the meeting.

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

## Skype Web App Meeting Surface

Participants list

Signal strength, call duration, change view, full screen



Call Control, More Options

Chat Messages

Start Video, Mute/Unmute Microphone, Share/Present, End Call



**Annotation: When the meeting starts, by default the microphone is muted and the video must be started manually.**

## Important meeting icons - explanation



Start a Video



Mute/Unmute microphone



Presenting/Sharing\*



Anruf beenden/auflegen

\*Presenting/Sharing is only possible if you have been nominated as a speaker by the organizer.

## Other meeting icons



Show participant list



Call control (hold call, select/change audio device)



Other meeting options (audio/video)



Signal Strength, Call Duration



Change View



Fullscreen Mode

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### Contact for questions or further information

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