# Attending a Skype4B web conference as a student (Windows)

## Requirements

- Stable internet connection
- Any Internet browser (IE, Mozilla Firefox, Google Chrome)
- PC microphone and webcam

## Content

# Attending a Skype4B web conference as a student

Due to current events, students can also participate in a web conference under Windows. 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.
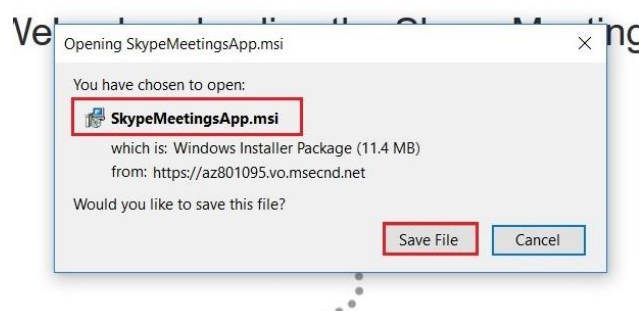


## Download and install Meeting-App

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)".**



2. In the next step you will receive a local download file *"SkypeMeetingApp.msi"*. Save the file and wait for the download. After successful downloaded you find the file in your **local download folder.** Open the appropriate folder and install the msi-file with a double-click.
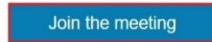


⚠️ **Annotation: Please don't close the browser incl. Skype Web App website. It may be that you need the website again at a later date!**
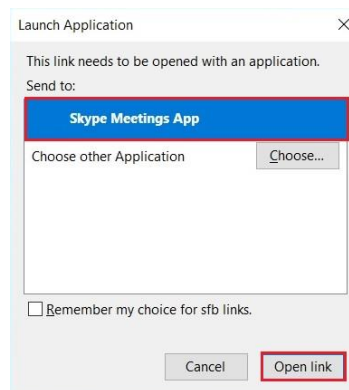
3. Once the file has been installed, you can join the meeting. To do this, click on the "Join the meeting" button in your browser. The Skype for Business Web App should now start automatically.

Have you finished installing the app?

Join the meeting

## Start Skype Meeting-App

4. A message window opens. Click and mark Skype Meetings App and then the button "open link". A new window will open and the Skype Meeting App will start.
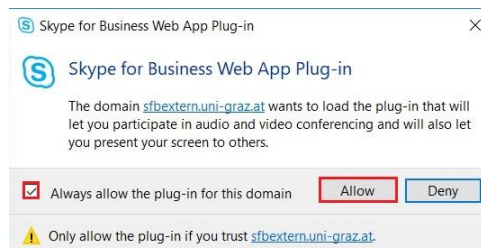
Launch Application ✕

This link needs to be opened with an application.
Send to:

**Skype Meetings App**

Choose other Application    Choose...

☐ Remember my choice for sfb links.

Cancel    Open link

5. You can change the language of the Skype Meeting-App. Click on „German" in the upper right corner and choose your *Language*.

Ⓢ Skype for Business Web App    — ☐ ✕

Ⓢ Skype-Besprechungs-App    Deutsch

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

## Install Skype for Business Web App-Plug-In

7. After the Login you will receive a warning message. Make a checkmark by *"Always allow the plug-in for this domain"* and then click "*Allow*".

Ⓢ Skype for Business Web App Plug-in    ✕

Ⓢ Skype for Business Web App Plug-in

The domain sfbextern.uni-graz.at 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.

☑ Always allow the plug-in for this domain    Allow    Deny

⚠ Only allow the plug-in if you trust sfbextern.uni-graz.at.

8. After the plug-in is approved, you will be directed to the **virtual waiting area.** The meeting organizer is responsible for the virtual waiting area. Wait until he/she lets you in for the meeting.

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

9. When you "enter" the virtual waiting area, Windows will issue a **security notice** regarding the **internal firewall.** To use the Web App, make a checkmark by „*Domain Network*" and „*Private Network*" and click on „*Allow access*".
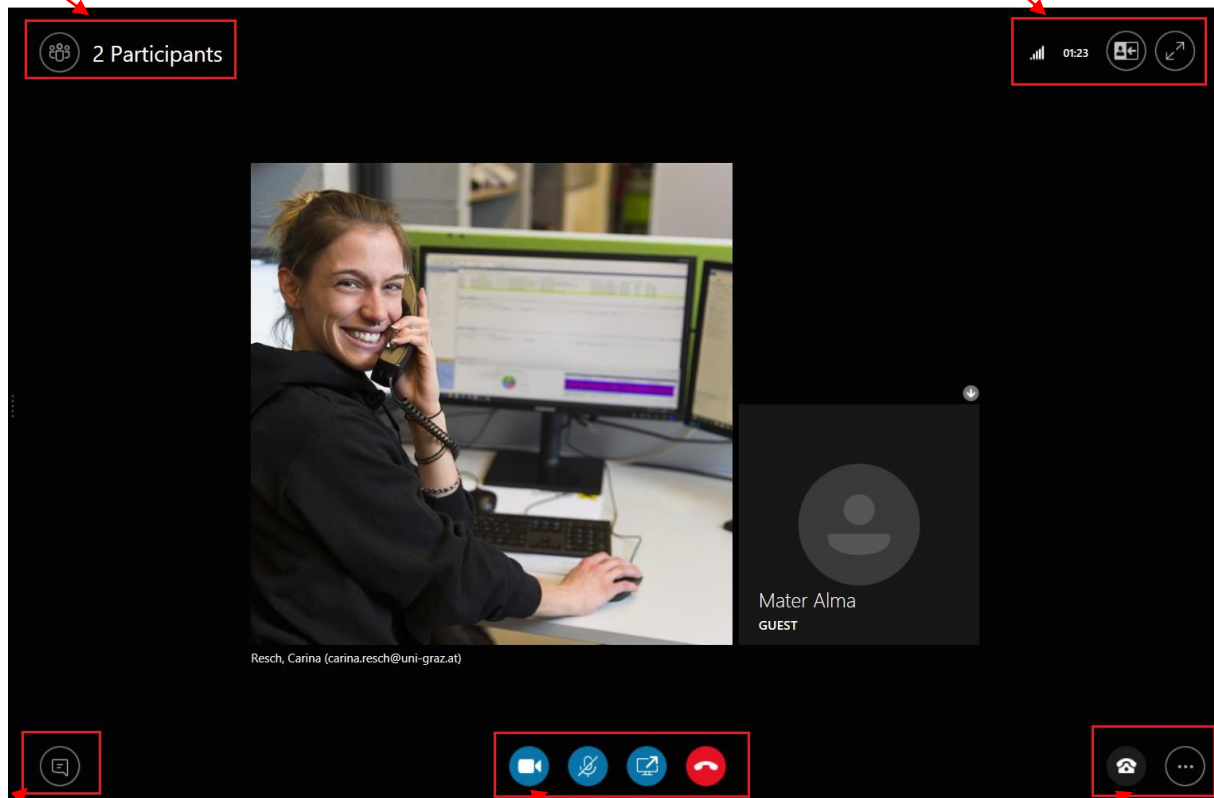
**Annotation: To allow the firewall access at your private or workstation terminal, you need administrator rights!**

## Skype Web-App Meeting Surface

List of Participants

Signal strength, call duration, change view, full screen



Instant Message

Start video, microphone on/off, Share/Presenting, to end a call

Call Control, More Options

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

## Important meeting icons - explanation

| | |
|---|---|
| 📹 | Start video |
| 🎤 | Mute/Unmute microphone |
| 🖥️ | Presenting/Sharing* |
| ☎️ | End/Hang up the call |

*Presenting/Sharing is only possible if you have been set 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) |
| 📶 01:30 | signal strength, call duration |
| 🔲 | Change view |
| ⤢ | Full screen mode |

**Contact for questions or further information**

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