

uniCOM

Attending a Skype4B-Webkonferenz as a student (iOS X)

Instructions for students (exception!)

Stand: March 2020

Requirements

- Stable internet connection
- Any Internet browser (IE, Mozilla Firefox, Google Chrome)
- Microphone and webcam
- iPhone iOS X

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Only German instructional pictures were embedded in this manual.

We ask for your understanding.

Attending a Skype4B web conference as a student

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

Open Skype meeting link

1. Open the email with the corresponding **meeting link** via the mail icon on your iPhone.
2. Tap the **meeting link**. Safari will open and you will be automatically redirected to the corresponding web page.



Download and install Skype for Business app

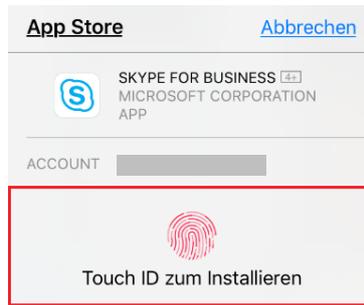
3. Tap "*Tap here to install*" on the web page or open the **App Store** directly by tapping "*View*".



4. Tap **Download** on the **App Store** to download the **Skype for Business App**.



5. **Authenticate** with your **Touch ID or Apple ID** to continue the installation process. The app will now download and install.



Start Skype for Business App and sign in as a guest

6. After successful installation open your browser again and click on the meeting link. After opening the app, tap on **"Participate as guest"** and enter your full name e.g. Mater Alma, Max Mustermann in the field. Then *tap* on the *blue arrow*.



Annotation: If you open the app directly from the App Store, you will get a different login screen and cannot log in as a guest. Therefore, please make sure to open the app from the start screen!



Willkommen bei Skype for Business,
ehemals bekannt als Lync.

[Anmelden](#)

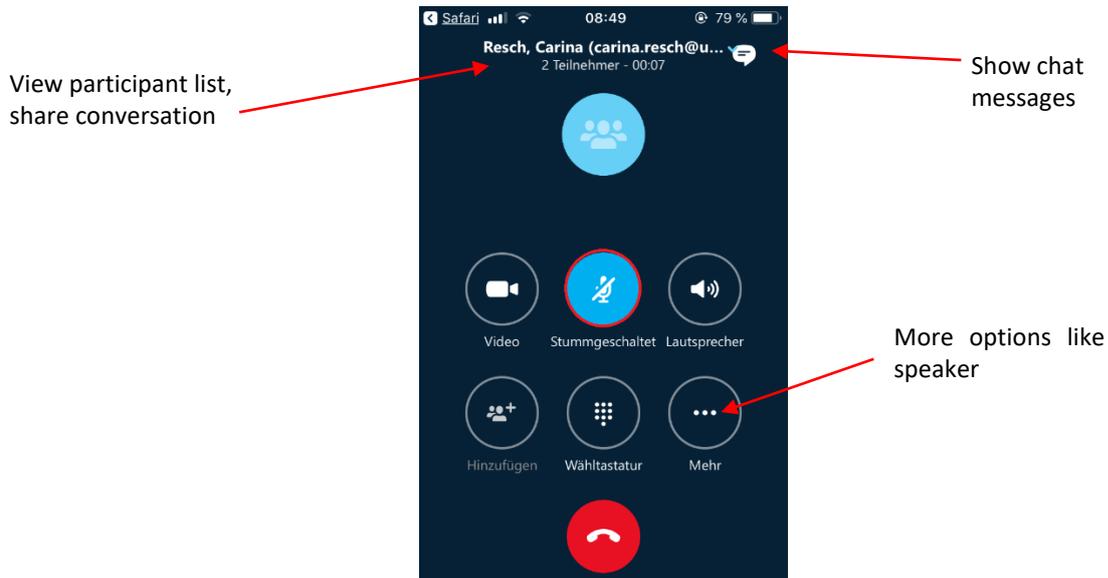
[Als Gast teilnehmen](#)

7. You are now in the **virtual waiting area**. Wait until you are invited by the organizer. Once you have been accepted, you will be redirected to the Skype for Business conference interface.



Skype for Business – Meeting Interface

8. If you have been admitted to the conference, the conference user interface appears



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

Important meeting symbols - explanation



Start a video



Add participants



Mute/unmute microphone



Show dial pad



Activate/deactivate loudspeakers



Call more options



Ending/Hanging up a call/meeting

Contact for questions or further information

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