

# Skype for Business plug-in setup on a PC

If you have not used the Skype for Business Web App before you need to install a plug-in. Follow the below instructions

## What Web browser are you using?



Follow **1: Google Chrome (page 1)**

Follow **2: Internet Explorer (page 2)**

Follow **3: Firefox (page 3)**

## 1. Google Chrome



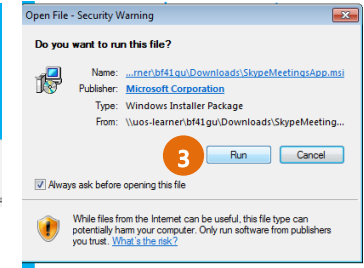
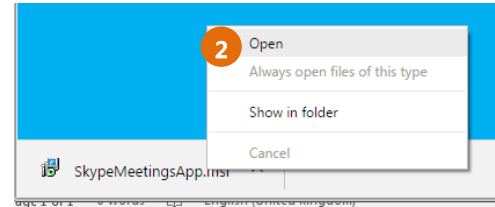
### Skype Meetings App

To join the meeting using the Skype Meetings App:

- 1 Download and click on the **Skype Meetings App plug-in**
- 2 After installation, click on **Join the meeting**
- 3 Skype Meetings App will open in a new window

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

- 1) Click on the **Skype Meetings App plug-in**
- 2) Right click on the download and click **Open**
- 3) Click on **Run**
- 4) Click on **Join the meeting**
- 5) Click on **Open URL**
- 6) If you are a member of staff at the University of Sunderland enter your username in the format xx0xxx@sunderland.ac.uk with your password and click on **Join the meeting**.
- 7) Otherwise Click on **Sign in as a guest**
- 8) Enter your Guest name and click on **Join the meeting**.
- 9) You will then join the meeting.

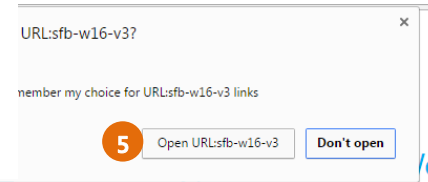


### Skype for Business Web App

To join the meeting using the Skype for Business Web App:

- 1 Download and install the **Skype for Business Web App plug-in**
- 2 After installation, click on **Join the meeting**
- 3 Skype for Business Web App will open in a new window

By joining the meeting, I agree to the plug-in [Terms and Conditions](#).



### Skype for Business Web App

User name

Password

Looks like your user name or password isn't right.

Remember me

**6** Join the meeting

**7** Sign in as a guest to the meeting

### Skype for Business Web App

Guest, type your name below

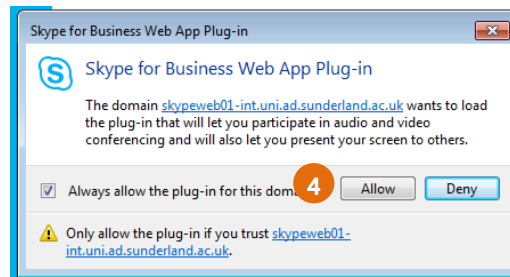
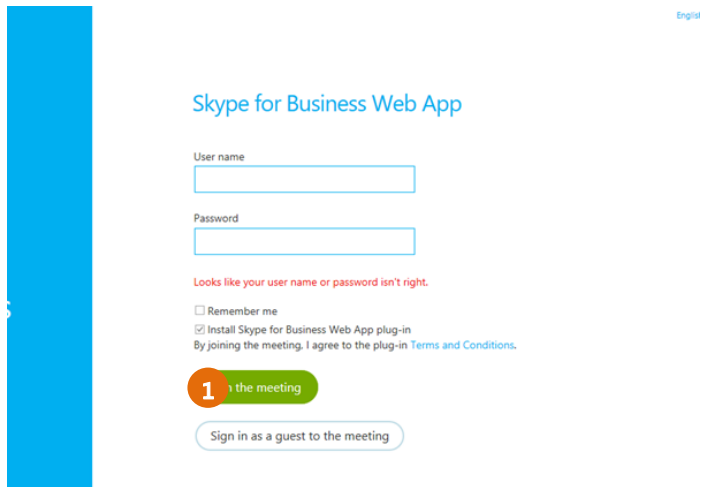
Remember me

**8** Join the meeting

# Skype for Business setup on AV PCs

## 2. Internet Explorer

- 1) If you are a member of staff at the University of Sunderland enter your username in the format xx0xxx@sunderland.ac.uk with your password and click on **Join the meeting**. Make sure the **Install Skype for Business Web App plug-in** is ticked.
- 2) Otherwise Click on **Sign in as a guest**
- 3) Enter your Guest name and click on **Join the meeting**. Make sure the **Install Skype for Business Web App plug-in** is ticked.
- 4) Click on **Allow**
- 5) You will then join the meeting.



## Skype for Business Web App

Guest, type your name below

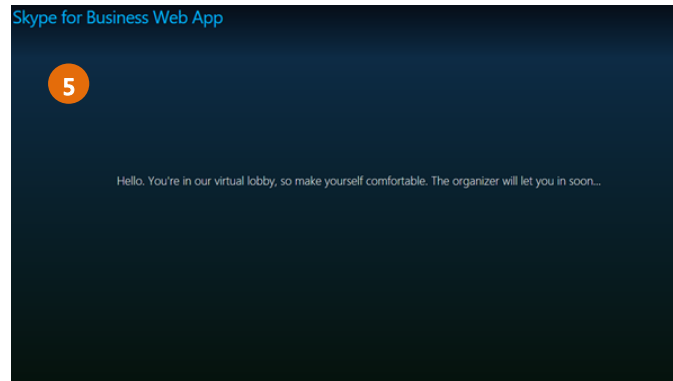
Garry Store| X

Remember me

Install Skype for Business Web App plug-in

By joining the meeting, I agree to the plug-in Terms and Conditions.

Join the meeting (with a red '2' in a circle)



# Skype for Business setup on AV PCs

## 3. Firefox

### Skype for Business Web App

User name

Password

Looks like your user name or password isn't right.

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

1 Join the meeting

2 Sign in as a guest to the meeting

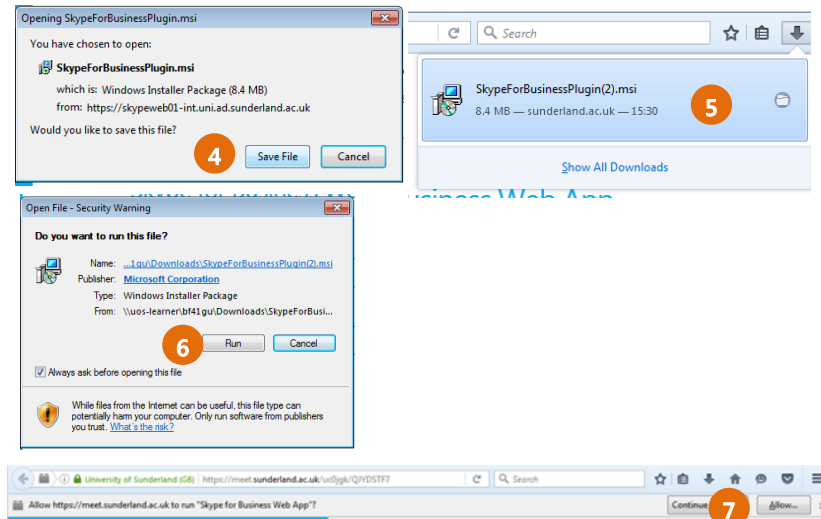
### Skype for Business Web App

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](#).

3 Join the meeting

- 1) If you are a member of University staff click on **Join the meeting**. Make sure the **Install Skype for Business Web App plug-in** is ticked.
- 2) Otherwise Click on **Sign in as a guest**
- 3) Click on **Join the meeting**. Make sure the **Install Skype for Business Web App plug-in** is ticked.
- 4) Click on **Save File**
- 5) Double click on the installation file from the downloads folder
- 6) Click **Run**
- 7) Click on **Allow** from the bar
- 8) If you are a member of staff at the University of Sunderland enter your username in the format xx0xxx@sunderland.ac.uk with your password and click on **Join the meeting**.
- 9) Otherwise Click on **Sign in as a guest**
- 10) Enter a guest name and click on **Join the meeting**
- 11) You will then join the meeting.



### Skype for Business Web App

User name

Password

Looks like your user name or password isn't right.

Remember me

8 Join the meeting

9 Sign in as a guest to the meeting

### Skype for Business Web App

Guest, type your name below

Remember me

10 Join the meeting