

Connecting to a Skype Meeting

Please log in at least 30-45 minutes before the session begins to ensure you can connect to the meeting and any audio or video devices are working properly.

*If you are using a **Mac**, see the *Mac Notes* section at the bottom of the document*

If you are a School District or KDE employee (your email address is a firstname.lastname@district.kyschools.us or firstname.lastname@education.ky.gov format)

- Open Skype on your work computer and sign into Skype.
 - If you don't have Skype installed navigate to login.microsoftonline.com, enter your email address and password to login.
 - For Skype, click > Skype for Business
 - i. If the install is unsuccessful, contact your district technology coordinator or KETS Service Desk.
- Open your meeting appointment in Outlook calendar and click on “Join Skype meeting”
- You will be prompted with a “Join Meeting Audio” message, select the option for “Use Skype for Business (full audio and video experience)”
- Then you will be placed in the meeting to wait until it begins.

If you are not an employee of a School District or KDE

- In your meeting request or calendar meeting click on the link that says “Join Skype meeting”.
 - Skype Web App will open in your default browser (See ‘Please Note’ section for determining correct browser)
 - Enter Guest name
 - If this is your first time connecting to Skype, make sure a check is in the box for Install Skype Web App Plug-in
- A screenshot of a web browser showing a prompt to install the Skype Web App plug-in. The prompt includes a checked checkbox next to the text "Install Skype Web App plug-in" and a line of text below it that reads "By joining the meeting, I agree to the plug-in Terms and Conditions." The text "Terms and Conditions" is a blue hyperlink.
- Click “Join the meeting”
 - If installing the Skype Web App plug-in, follow the prompts to install the plug-in
 - If Plug-in is taking too long to install, reboot your computer then join meeting again.
 - Then you will be placed in the meeting to wait until it begins

Please Note:

- For Windows users, *Internet Explorer* needs to be set as your *default browser* in order for the Skype meeting to connect.
 - Steps to set IE as default:
 - Open Internet Explorer
 - Click the ***Tools*** button, and then click ***Internet Options***
 - Click the ***Programs*** tab, and then click ***Make Default***
 - Click ***OK***, and then close Internet Explorer
- For Mac users, *Safari* needs to be set as your *default browser*
 - Steps to set Safari as default:
 - Open Safari
 - From the ***Safari*** menu, choose ***Preferences***
 - Click the ***General*** button
 - Choose Safari from “Default web browser” pop-up menu
- Skype is *not supported on Windows XP* machines. It is recommended you use a newer operating system to use Skype.
- Audio and Video equipment should be installed prior to entering the meeting.
- *Skype requires a microphone input*, if you do not have a built in microphone you will need to have a microphone plugged into the microphone port on the laptop or desktop to make a solid connection to allow for audio to work. If you don't need to speak during the meeting, plugging in a pair of headphones or ear buds into the microphone port will also work.

Mac Notes:

If you are using a Mac follow the steps below

- For KDE and District employees that need to install and/or configure your Skype for Mac 2011 application:
 - Navigate to login.microsoftonline.com, login and click the  icon > Office 365 Settings > Software
 - Here you can either Install Skype for Mac, update the version already installed, and view how to set it up for KDE users
 - Open Skype on your work computer and sign into Skype
- Navigate to your meeting invite in your email and click “Join Skype Meeting”
- The Skype Web App page will open in Safari
- Enter a Guest name and click “Join the meeting”
 - If you already have Skype for Mac 2011 installed and signed in, you will have the option to “Join using Skype for Mac or Communicator for Mac” – choose this option if you want to view the meeting through the Skype application rather than via the Safari browser.
- Then you will be placed in the meeting to wait until it begins.