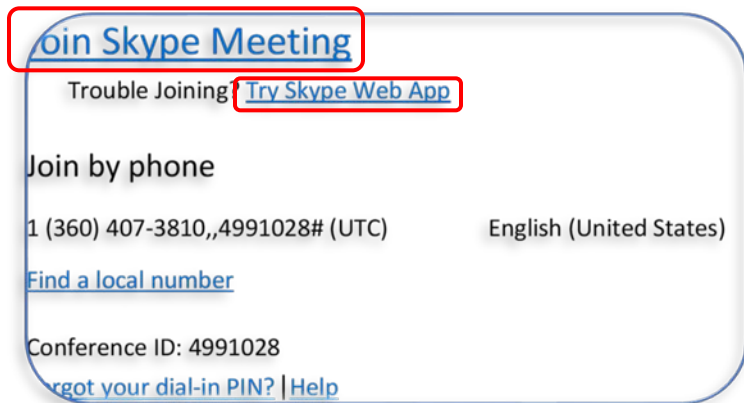# Connecting to UTC Skype Calls through Skype for Business the Skype Web App, or by phone.

Last Revised 9/2020

To join UTC Skype calls you will need to have the skype information provided by the commission to join the meeting. Please note: For your meeting, verify you have the correct conference ID.


If you have the **Skype for Business desktop application** (**not** the standard consumer level Skype) you can use the link that reads Join Skype Meeting to join the meeting. If you used this method, please click here to see the next step of instructions.

Please click here if you are opting to join by phone.

If you **do not have** the Skype for Business application, you will need to use the link that reads Try Skype Web App to download the **Skype Web App**.

Once you have opened that link you will be presented with a web page that asks you to choose how you would prefer to participate in the meeting, select the option on the top that reads *Install and Join with Skype Meetings App (Web).* Or if you have the web app installed from a previous session, please click the short hyper link located under that option.
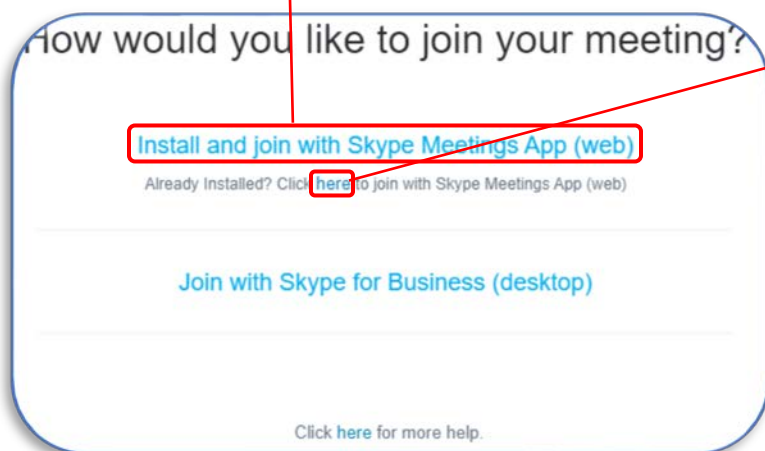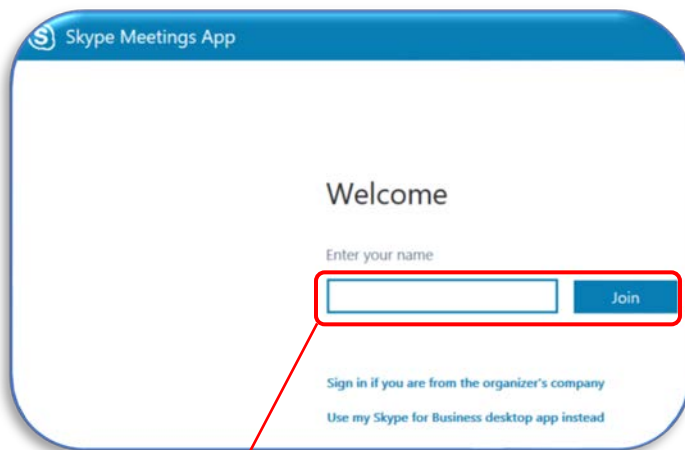

A file will download, please save to your machine. After download is complete, click to open the application.
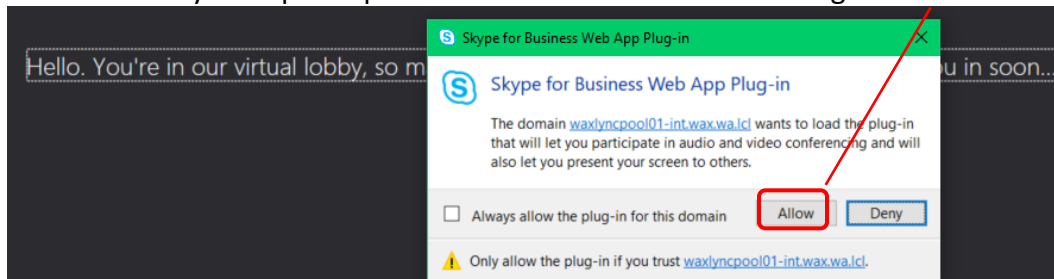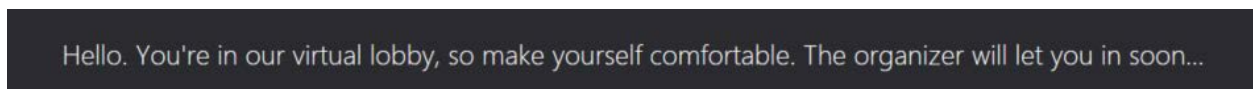
After clicking to open the application you should see this screen:

Enter your name and click Join, the next screen you will be asked to let a plug-in be loaded – this will allow you to participate in audio and video conferencing. Click *Allow* to move forward.

Depending on how the meeting has been set up, you will either immediately join the Skype meeting, or you will see the screen below notifying you that you are in a waiting room. You will be allowed to join the meeting once the staff member monitoring the meeting has started allowing participants to enter the Skype session.

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

Once you are in the Skype meeting you will have multiple options to manage your participation.

Connecting to UTC Skype Calls through Skype for Business the Skype Web App, or by phone.
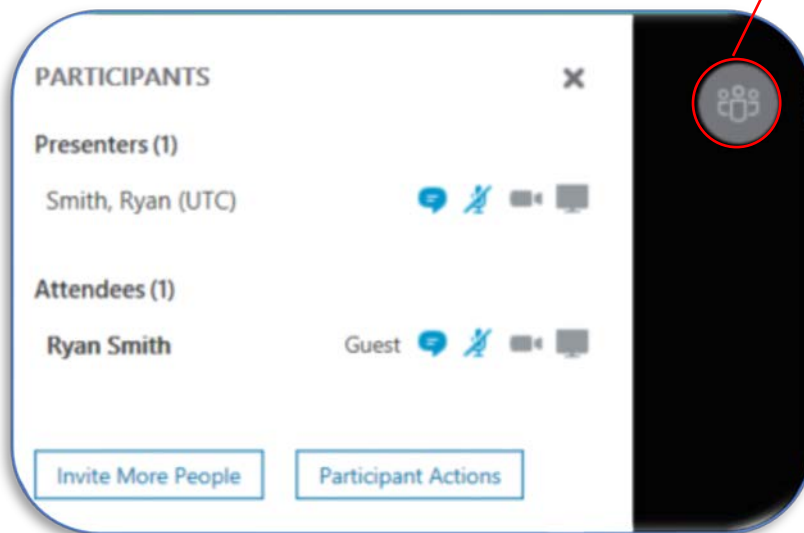
Last Revised 9/2020

Audio/Video:

At the bottom of your screen you should be presented with several options. The primary items you will need are the **camera** to activate your own video feed. The **microphone** to mute or unmute yourself (please only mute yourself when you need to speak and if your background noise is managed). The **desktop** icon to share documents or your screen, and the **end call** button. You also have additional **settings** on the far right. You can access the Skype chat (if enabled for the meeting) by clicking on the messages icon on the bottom left.

You can view the other participants by selecting the *Participants Pane* from the top left portion of the screen.

Last Revised 9/2020

Participating by Phone: If you are choosing to participate by phone, you will need to verify that you have the dial in number shown in the first few screenshots and check to verify that the conference ID.

When calling in, you will need to enter your conference ID followed by # on your dial pad. Once you are in the meeting, it is recommended that you use ***6** to mute **and** unmute your phone line. By only pressing the mute button on your phone, it will still show as if you are speaking to the meeting moderator and you could be inadvertently muted.

If you have significant issues calling in, please call (360) 664-1234 and notify agency staff. They will likely not have the tools to fix the situation, but they can pass the message to IT and the meeting moderator.