

Join a Remote Court Hearing or Settlement Conference from a **Computer** via Skype for Business meeting

Skype for Business Web App

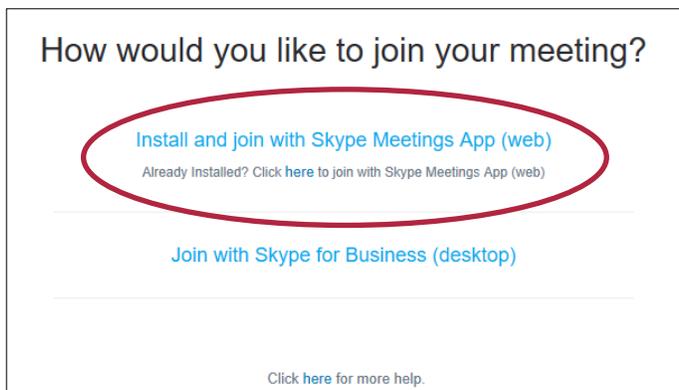
Skype for Business is an application that allows individuals to conference via video and audio technology. If you do not have a Skype for Business account, you can access your hearing or settlement conference as a guest when using the Skype for Business web application. Here are the steps for accessing a Skype for Business meeting using the web application:

1. Open the meeting request in your email or calendar, and select **Try Skype Web App**.

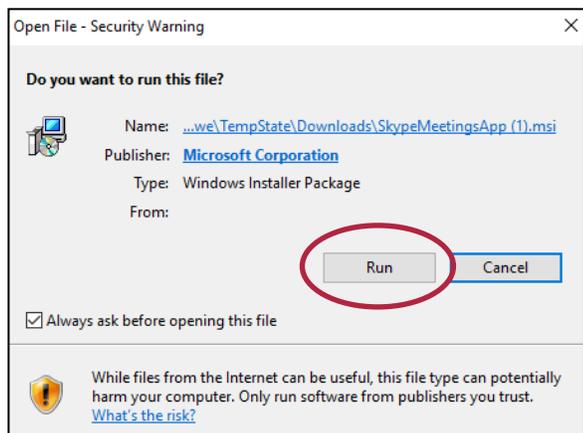
[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

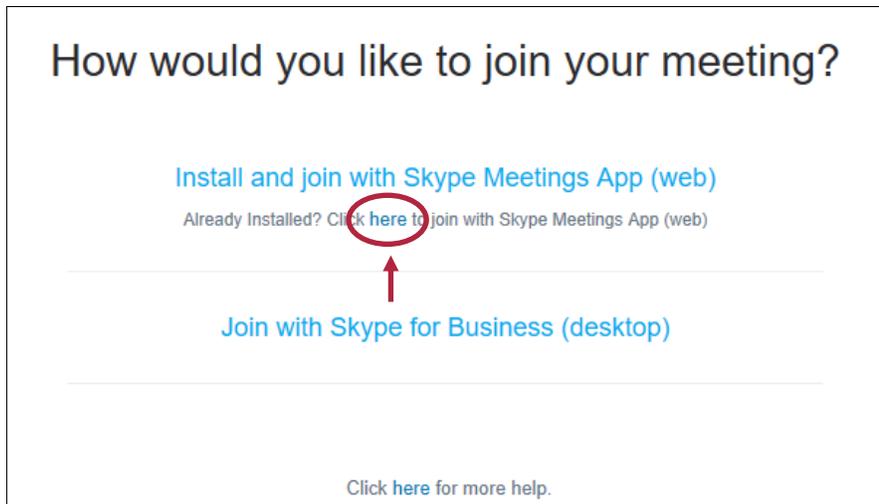
2. When asked “How would you like to join your meeting,” select **Install and join with Skype Meeting App (web)**.



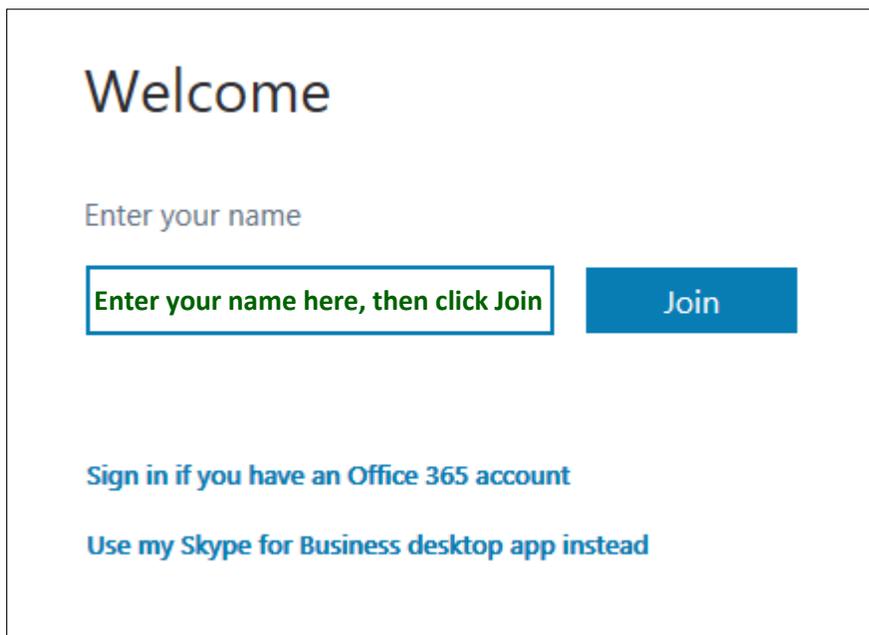
3. Follow your browser’s instructions for installing the Skype for Business Web App plug-in, which is required for audio, video, and screen sharing.



4. Once the download is complete, click the word “here” to join the meeting.

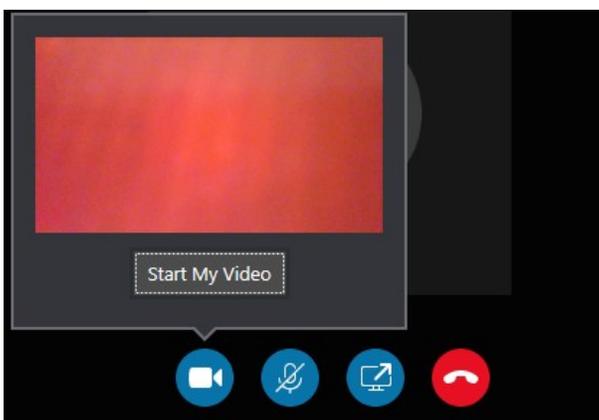


5. On the Skype for Business Web App sign-in page, enter your full name, and select **Join**.



IMPORTANT INFORMATION:

If you can't see yourself, click the camera symbol, then select **Start My Video**.



Make sure your microphone is unmuted so you are heard.

The **CORRECT** icon has an active microphone symbol.



If your microphone symbol is inactive and muted, then

it is **INCORRECT**.

