

Joining a Skype for Business meeting as an external user

This manual is intended to help you with the joining of a Skype for Business meeting organized by DNB. We assume that you already accepted the meeting request received in your email and that it is located in your calendar.

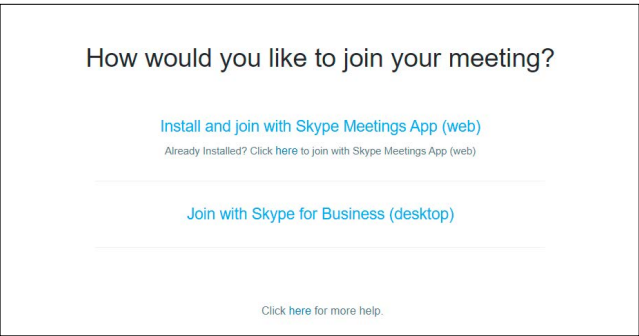


→ [Join Skype Meeting](#)
Trouble Joining? [Try Skype Web App](#)

Join Skype Meeting

Open your calendar and go to the meeting you want to join.

In the invitation will be the link **Join Skype Meeting**.
Click on this link.



How would you like to join your meeting?

[Install and join with Skype Meetings App \(web\)](#)
Already installed? [Click here to join with Skype Meetings App \(web\)](#)

[Join with Skype for Business \(desktop\)](#)

[Click here for more help.](#)

If your company uses Skype for Business than you can join the meeting like you normally would.

If your company doesn't use Skype for Business or you don't have an account for Skype for Business you can join as a guest. This will make use of the Skype Meetings-app. There will be two options to join the meeting.



Open Skype Meetings App?

https://meet.dnb.nl wants to open this application.

Always allow meet.dnb.nl to open links of this type in the associated app

[Open Skype Meetings App](#)

[Cancel](#)

Option 1: Joining via the Skype Meetings App

If you already installed the Skype Meetings-App you will get the following message:

Click on **Open Skype Meetings App**.

Wait until the Skype Meetings App installer is downloaded, and then open it to install the app.

Option 2: Install the Skype Meetings App

Click on **SkypeMeetingsApp.msi** at the bottom of your browser and install the software.

All set! Your meeting will open in a new Skype Meetings App window.

If something doesn't go as planned you can always return to the browser which opened after clicking on **Join Skype Meeting**. Here you can try again or choose another option.

Trouble with the app?

[Try to join the meeting again](#)

[Try to reinstall Skype Meetings App \(web\)](#)

[Join with my Skype for Business desktop client](#)

[Click here for more help.](#)

App Skype-vergaderingen



App Skype-vergaderingen probeert deel te nemen aan een vergadering vanaf dit adres:

swsexternalams01.dnb.nl

Neem alleen deel aan deze vergadering als je dit adres vertrouwt.

Wil je deelnemen aan de vergadering?

Altijd vanaf dit adres deelnemen aan vergaderingen

Ja

Nee

It could be that you have to give permission for joining a meeting from DNB. Click on **Yes or Approve**.

Skype for Business Web App Plug-in



Skype for Business Web App Plug-in

The domain [swsexternalams01.dnb.nl](#) wants to load the plug-in that will let you participate in audio and video conferencing and will also let you present your screen to others.

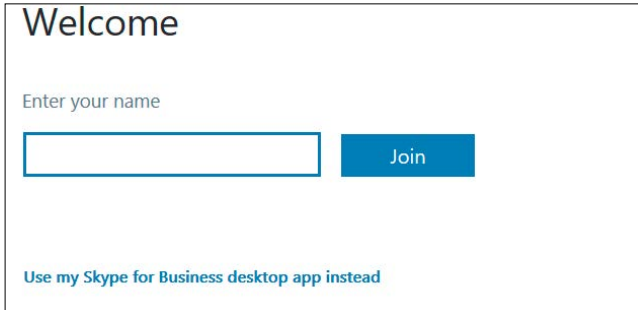
Always allow the plug-in for this domain

Allow

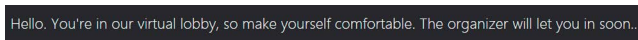
Deny



Only allow the plug-in if you trust [swsexternalams01.dnb.nl](#).



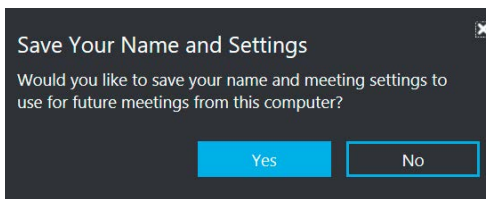
When you have opened the Skype Meetings-app it will request your name. After filling in your name, click on **Participate**.



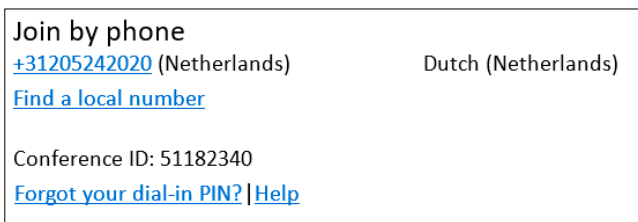
When you participate you will have to wait in the virtual lobby. The organizer of the meeting will grant you the permission to join.



When you are in the meeting you can activate your microphone or camera with below buttons.



At the end of the meeting the Skype Meetings-app will ask to remember your name and company. Click **Yes**, if you would like this.



Optional option: Call-in via telephone

Open your calendar and go to the meeting you want to join. Below **Join By Phone** you will see the Dutch call-in number. If you are calling from abroad, click on **Find a local number** and search for the country where you are currently located in. Call the number with your telephone and follow the instructions. You will need the **Conference ID** of the meeting to join via telephone.