

### **Accessing a Skype for business Meeting link sent from the Court.**

Skype for Business is Teams before it was rebranded. For some reason the courts are sticking with it despite most firms moving to the newer product. Initially we thought we could get round this as we have the skype for business App installed (locally – red screen) as part of Office 2016. The only way of testing we have had is with a live meeting as we cannot host a meeting ourselves. As it turns out, the app doesn't work for us as we have no means of logging on to it (smiths credentials are not what is required)

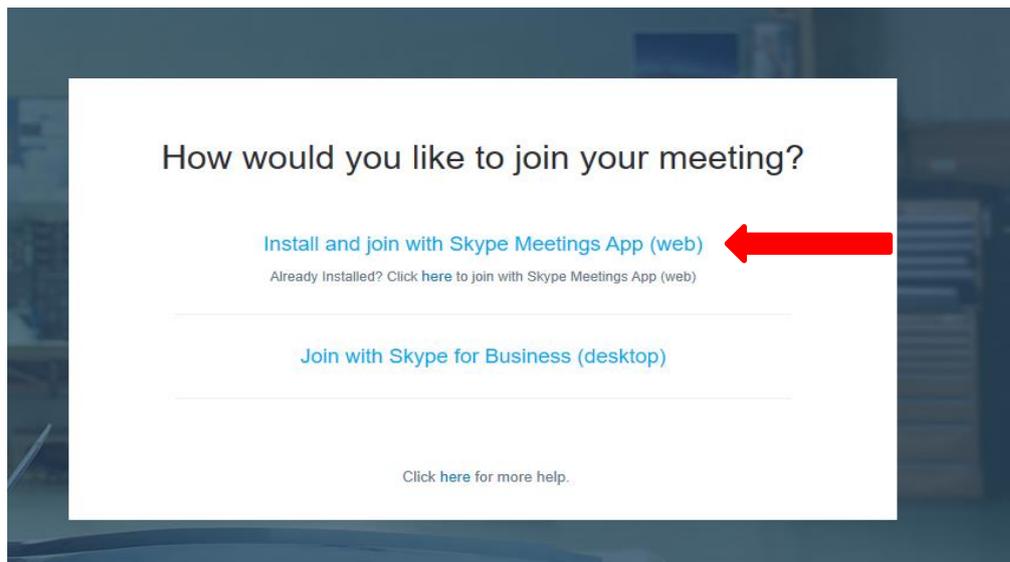
### **Accessing using a browser**

The first important item of note is this should be done on your local, red screen (if on Smiths device) or own devices' desktop, not on a remote session.

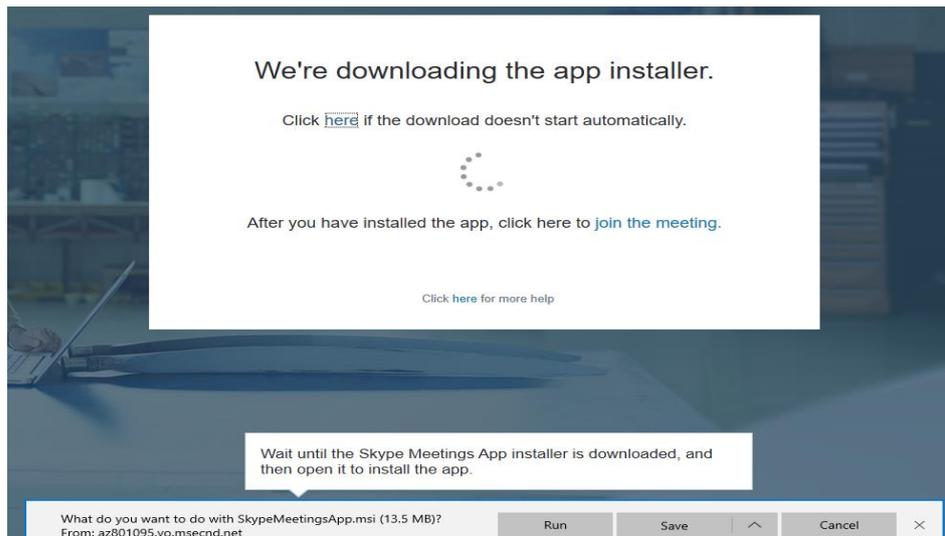
If you've been sent a link in an email, we need to be able to get to that link on the local screen. You can get this by opening Outlook Web Access (OWA) in a web browser (Edge\Chrome\Firefox etc)

If you don't already now how, there is a guide to using this on the intranet, but it is accessible from the Staff login page of the Smith Partnership website.

Once you have the link in local email, clicking on it will open a webpage.



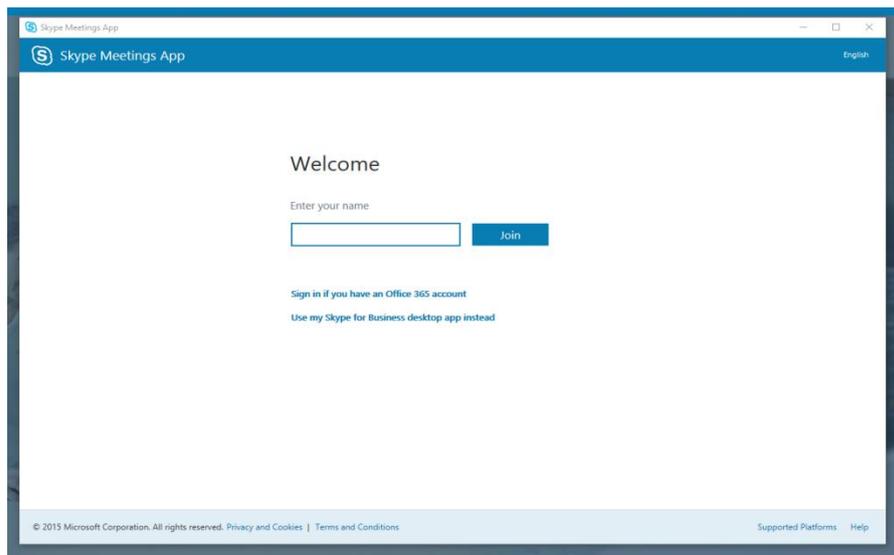
On the web page that opens Click on the Web version. As stated earlier the desktop app will not work



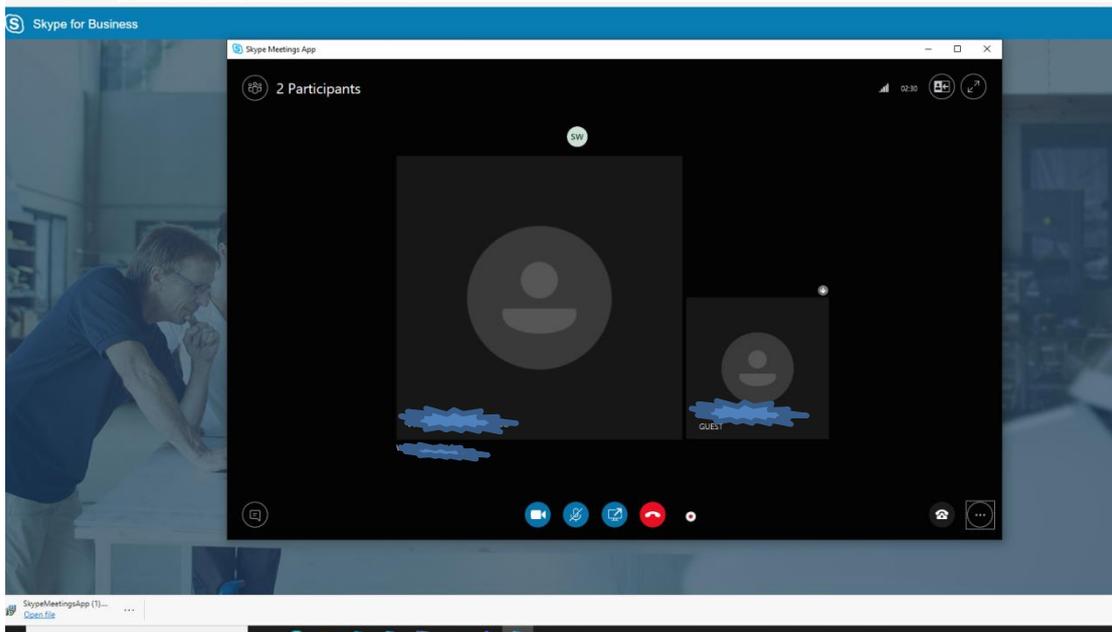
Choose to run, or save then run (depending on the options given)

If you get prompted for firewall rule permissions or Admin credentials, just cancel those prompts. This is a known Microsoft bug that won't stop you connecting.

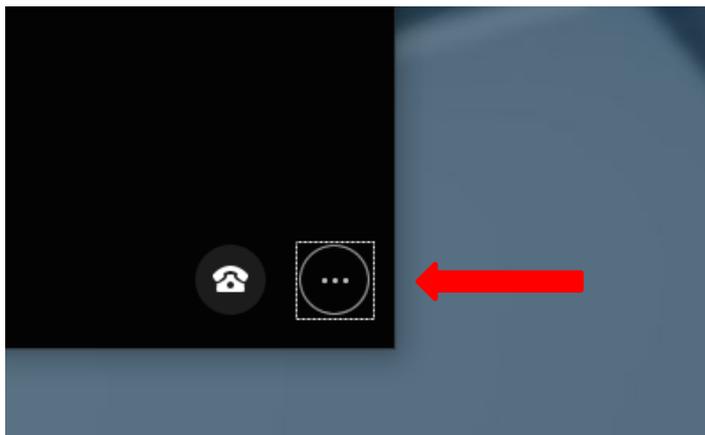
After install the screen doesn't change but in small writing below it say 'Already have the app (web)', you do, because you've just installed the plug-in! Click to start meeting.



Enter a Friendly name – this is what others in the meeting will see you as, so depending on the meeting, choose how formal you wish to be.



By default your video and mic will be muted. Click on the corresponding buttons to test your camera, and again to hide. Likewise with your mic



If you can't hear others (obviously check your sound isn't muted on the PC) but by clicking on this icon with three dots in the corner you can see the meeting settings. This might not be necessary, but the test system had 2 sound options and the wrong one had been chosen automatically