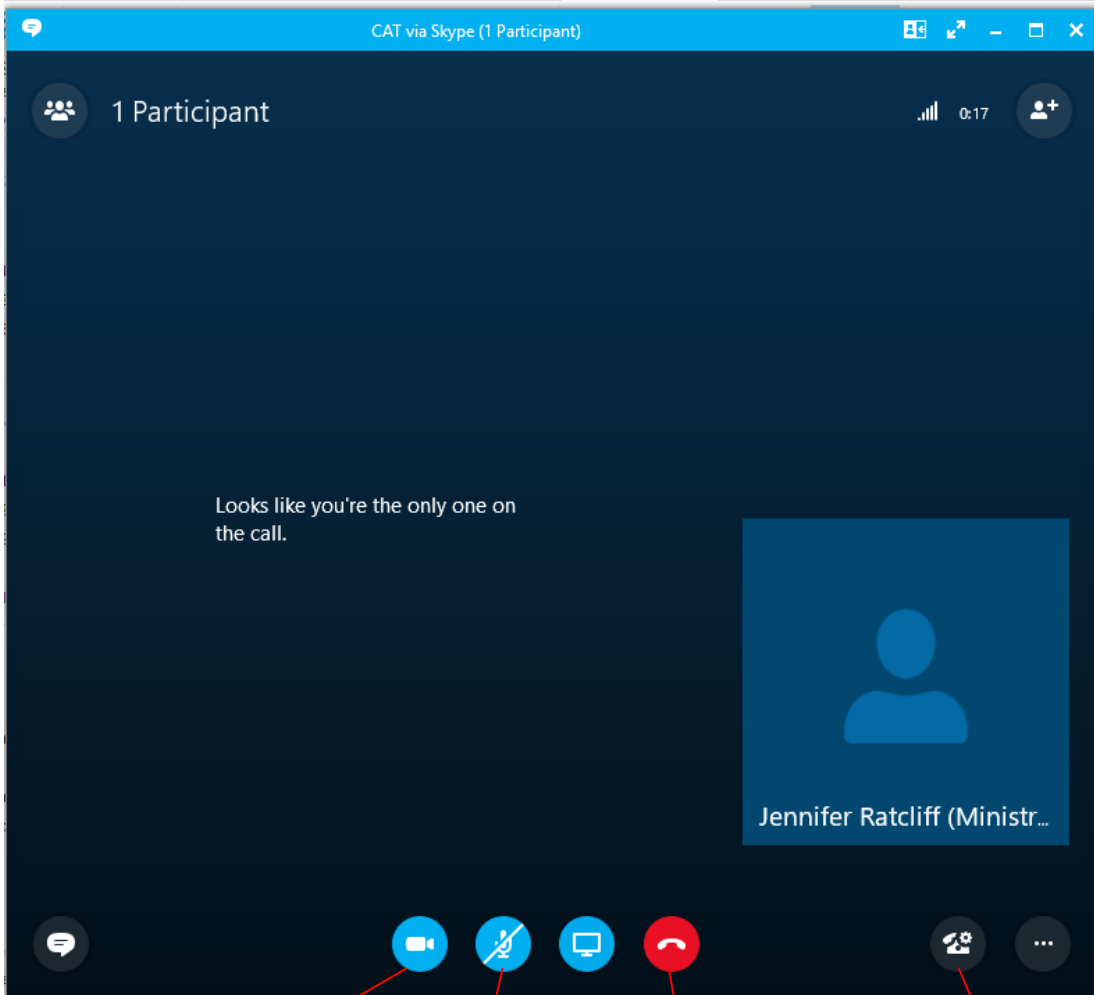


Connecting to Skype Meeting for s150's – using the “Join Skype Meeting Link”

When you use the **link** to connect to the Skype meeting as a guest you will get the following message:

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

Once you enter the meeting you will see the following screen and you will be muted



2. Turn on your camera
1. Unmute/mute yourself
4. Leave the meeting
3. Call Controls

1. Unmute/mute yourself

When you connect you will be automatically muted, please click on this button so you can be heard.

2. Turn on camera

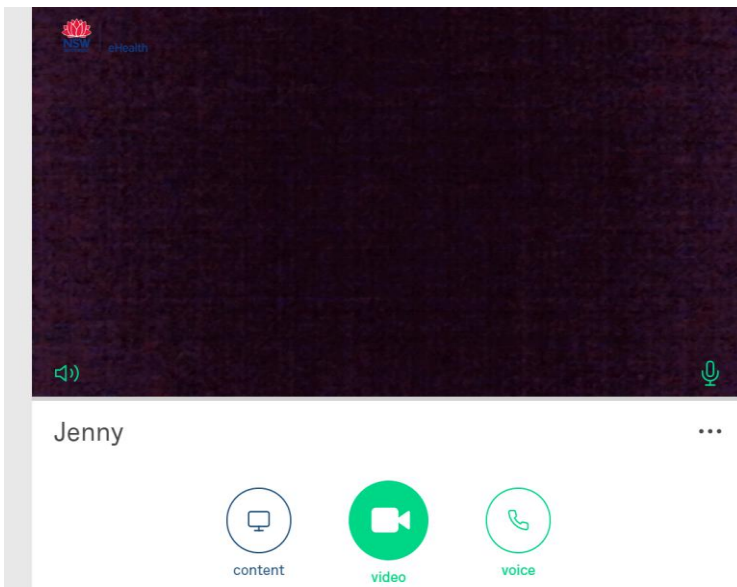
Use this to turn on your camera. Click this button and then you need to click on “show my camera”

3. Call Controls

If you can't be heard or seen you may need to go into the call controls to select a different device for your headphones/microphone

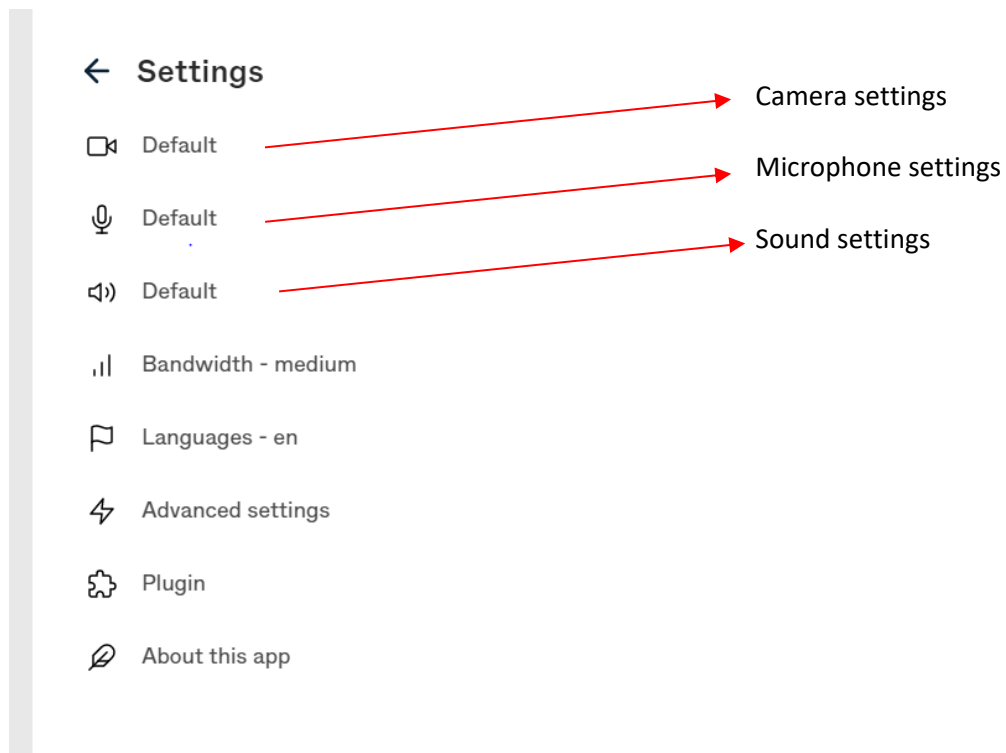
4. Leave the meeting

Use this to disconnect from the hearing



Click on these 3 little dots to go to the settings Menu below

Go to the camera/sound/microphone setting menu and choose the correct device from the list provided



After fixing the settings, please try and reconnect by going back to the website initially used and entering your name and conference id and connect.