Joining a Skype for Business meeting using the Skype for Business Web Application

- 1. Browse to into <u>https://mail.atlanticare.org</u>
- 2. Use your AtlantiCare network login to sign-in.
- 3. On the top left corner, click on the **Menu** (**•**) icon.
- 4. Click on Calendar.
 - You can change your calendar view by clicking **Day**, **Work week**, **Week**, or **Month**.
- 5. Find and click on your meeting to view the meeting details.
- 6. Click on the meeting URL, this will open a new tab or window.



7. You may be asked to allow the application, click okay or allow if prompted to run it.



8. You can either join as a guest or join using your AtlantiCare account.

Skype Meetings App	-		×
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Welcome			
Enter your name			
Jane Doe (Guest) Join Join Join Join Join Join Join Join	account.		
Sign in if you have an Office 365 account Join using your AtlantiCare Skype for Business account. Use my Skype for Business desktop app instead			
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Join as a guest account if you do not have an AtlantiCare Skype for Business account.

1. To join as a guest, enter your name in the name box and click **Join**.

Join using your AtlantiCare Skype for Business account.

- 1. To sign in using your AtlantiCare account click the link Sign in if you have an Office 365 account.
- 2. Enter your AtlantiCare network login (with the format of **Username@atlanticare.org**) or your AtlantiCare email address.
- 3. You will be redirected to another page to enter your password.
- 4. After signing in, you will be connected to the meeting.

