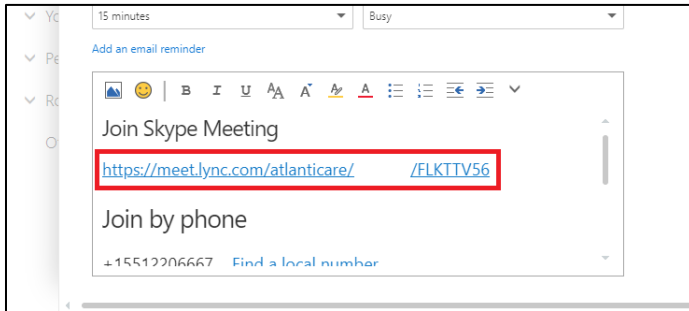
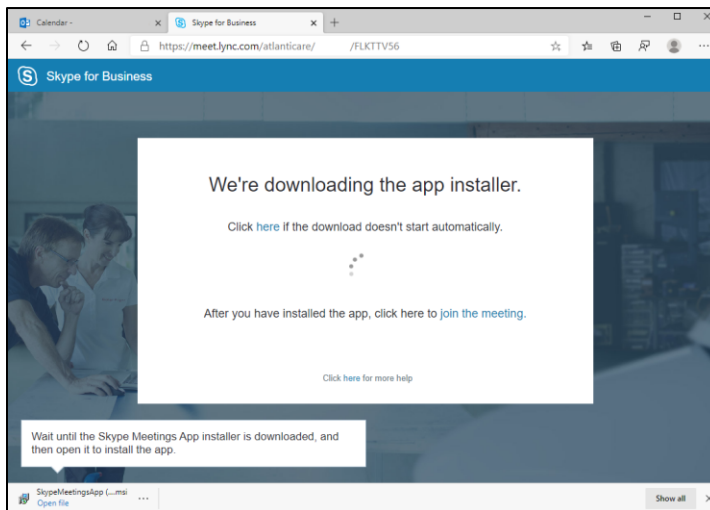


Joining a Skype for Business meeting using the Skype for Business Web Application

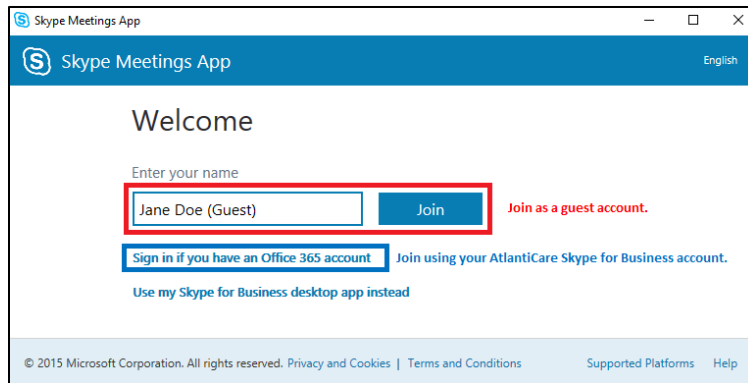
1. Browse to into <https://mail.atlanticare.org>
2. Use your AtlantiCare network login to sign-in.
3. On the top left corner, click on the **Menu** (☰) icon.
4. Click on **Calendar**.
 - You can change your calendar view by clicking **Day**, **Work week**, **Week**, or **Month**.
5. Find and click on 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.



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.

