

# How to join the meeting a Skype Conference from Outlook 2016

**Summary:** if you have the Skype client installed on your computer, then from Outlook 2016 you can schedule Skype conferences. Once scheduled, you can join the conference at any time by clicking on the “Join Online Meeting” link within the calendar entry.

## Prerequisites:

- *Computer*
- *Speakers*
- *Network Connection to CDFW*
  - **Optional:** *Microphone (for audio participation)*
  - **Optional:** *Webcam (for video and audio participation)*
- *Recommended Browser: Internet Explorer*

## Joining the meeting as a participant

Participants can join the meeting any time after the presenter has begun the meeting by clicking on the “Join online meeting” link in their meeting invitation, or in the calendar event created by the invitation.

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

[Help](#)



California Department of  
Fish and Wildlife

CDFW Skype for Business, enjoy your meeting.

*Note: you may experience issues if your default web browser is Firefox. Skype may attempt to use the web interface. If this occurs, you may copy the link (right click “Join Skype Meeting” and select “Copy Hyperlink”) and past it into the address bar in Internet Explorer.*

Upon connection, the system will present you a question regarding Audio. If you are in the conference room, select “**Don’t join audio**”. Remote users should select “**Use Skype (full audio and video experience)**”.

*Note: desktop computers will need a webcam or microphone and speakers to fully participate in the meeting. Otherwise the participant will only be able to view the presentation.*

### Join Meeting Audio

Use Skype for Business (full audio and video experience)

Call me at:

Don't join audio

Don't show this again

FYI: Find these settings in Options under Skype Meetings.

OK

Cancel

## Join using the full Skype client

CDFW Staff can use the full Skype client. If the client is already installed and you are signed into Skype, then once you click the “Join online meeting” link the program will automatically start and you will join the meeting once the presenter admits you to the meeting.