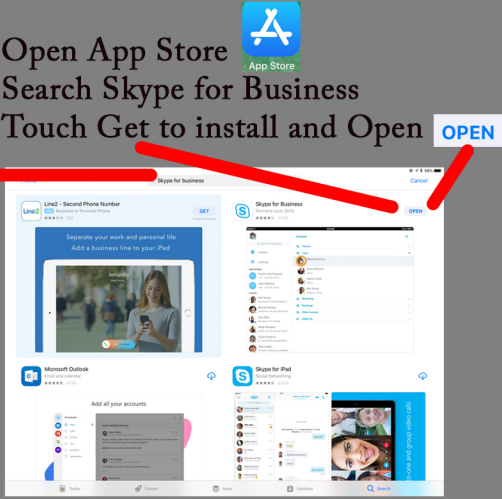


Skype for Business on iPad

Open App Store
Search Skype for Business
Touch Get to install and Open



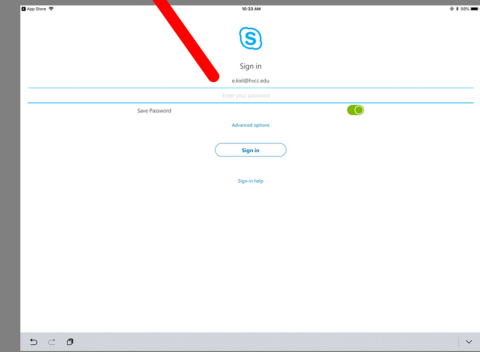
You will receive three notifications.
Up to user to choose Notifications and Contacts
Click OK to access microphone

"Business" Would Like to Send You Notifications
Notifications may include alerts, sounds, and icon badges. These can be configured in Settings.
Don't Allow Allow

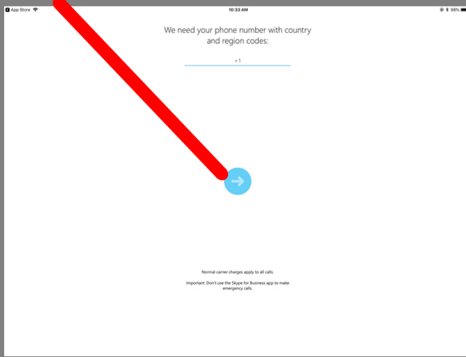
"Business" Would Like to Access Your Contacts
To search for people you know, we'll need access to your contacts.
Don't Allow OK

"Business" Would Like to Access the Microphone
To be heard during calls, we'll need access to your microphone.
Don't Allow OK

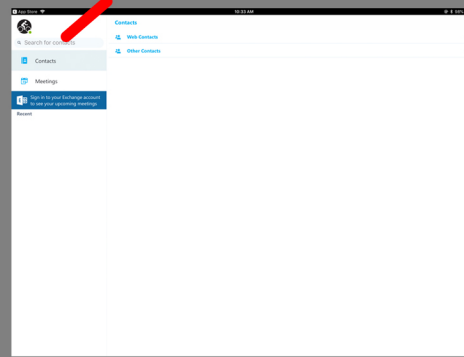
Sign in using your Office 365 username and password



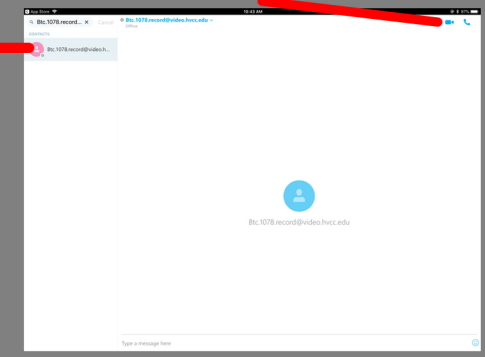
Enter your telephone number (you will not use)
Click arrow



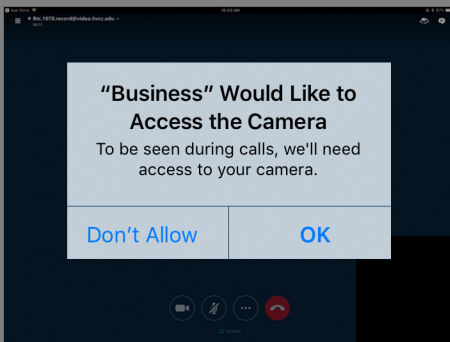
In Search for Contacts, type conference (ie. abc123@video.hvcc.edu) and click Search



Click the conference information in Contacts
Click Video icon to dial into conference



When connecting the first time, select OK to access your camera



Once connected, you will see participants if they connect prior to your connection



Live camera = Blue - With picture-in-picture
Muted camera = Clear - No picture-in-picture

Muted microphone = Blue
Live microphone = Clear

Disconnect from conference

