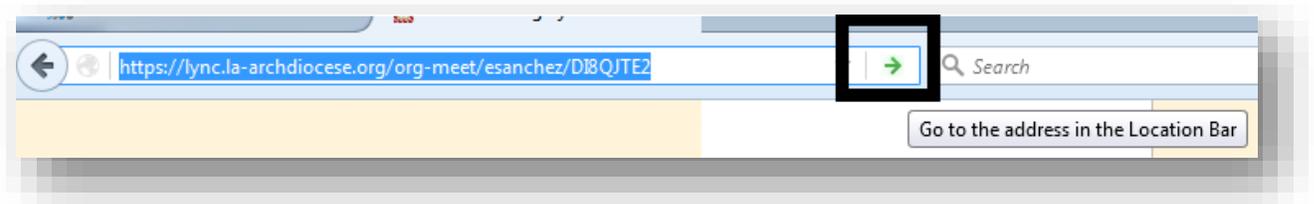
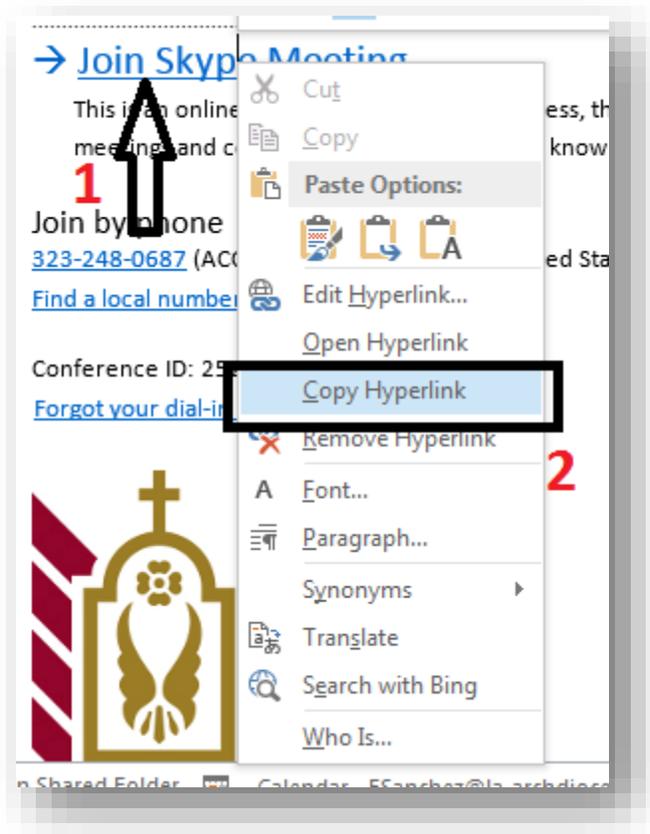
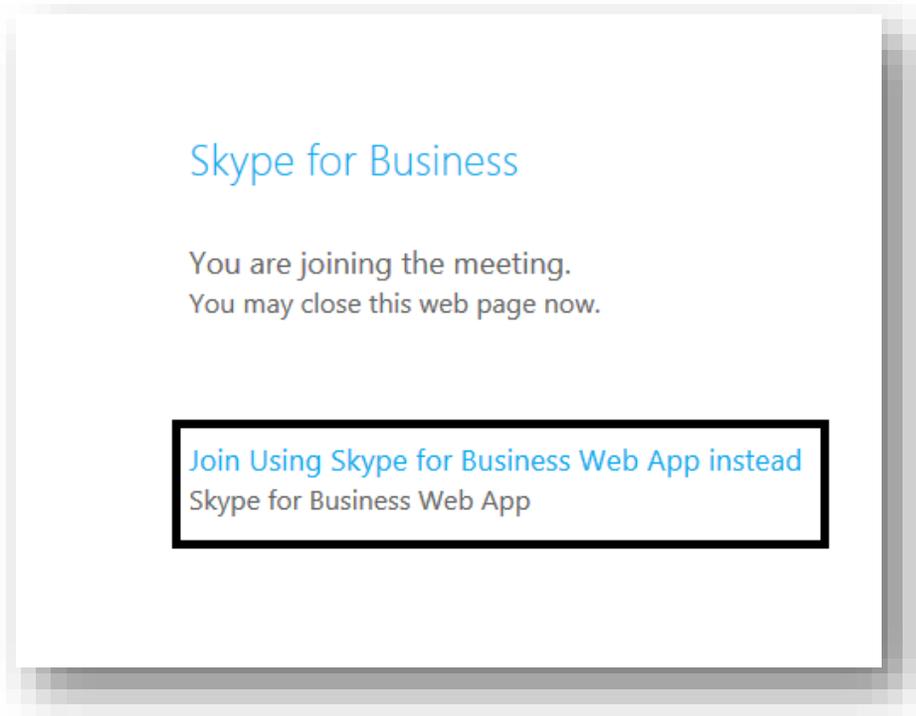


If you already have Skype for Business and an ACES account, you may log in using Skype for Business by entering your ACES email address and password. Otherwise, please follow the steps below:

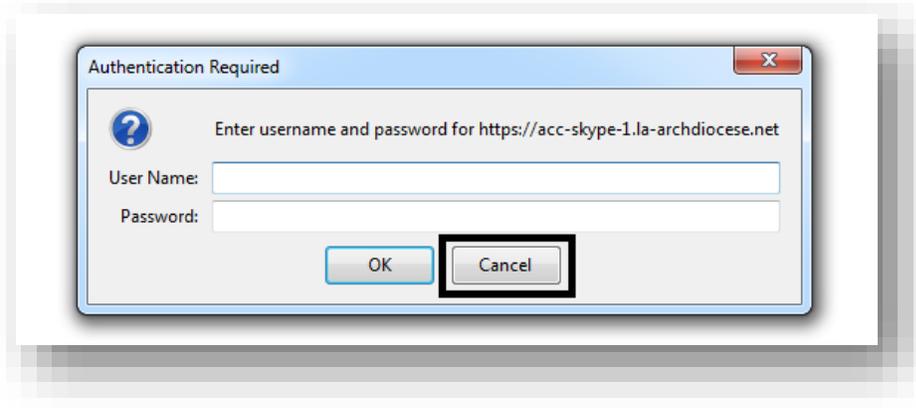
Step 1: To attend a webinar, simply Right Click on the “Join Skype Meeting” link, and select “Copy Hyperlink”. Open a web browser and paste the link into the address bar then Click the arrow to go to the link.



Step 2: You will see the Skype for Business website. Click the blue link that reads “Join Using Skype for Business Web App instead”.



Step 3: The website will ask you for a User name and Password. Click Cancel in order to log in as a guest.



Install Skype for Business Web App plug-in
By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

Join the meeting

Sign in as a guest to the meeting

Step 4: The next page will ask you to enter your name. After you do so, make sure the “Install Skype for Business Web App Plug-in” is checked and click “Join the meeting”

Skype for Business Web App

Guest, type your name below

Your Name

1

Remember me

Install Skype for Business Web App plug-in
By joining the meeting, I agree to the plug-in [Terms and Conditions](#).

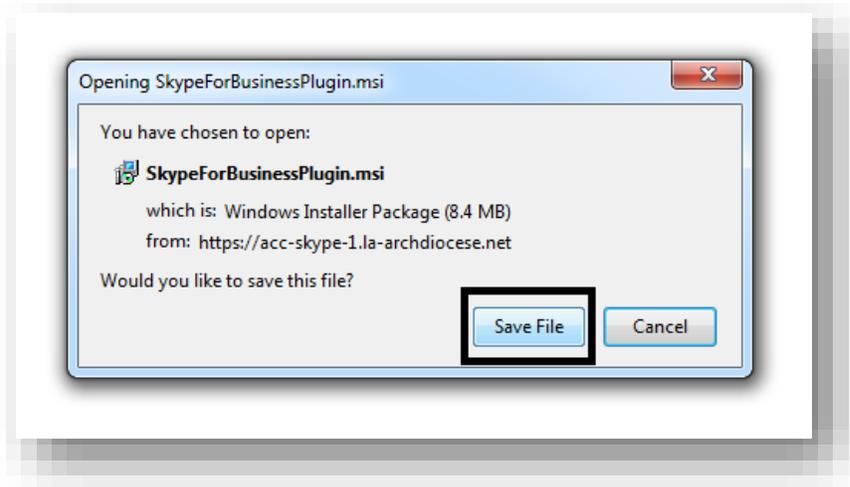
2

Join the meeting

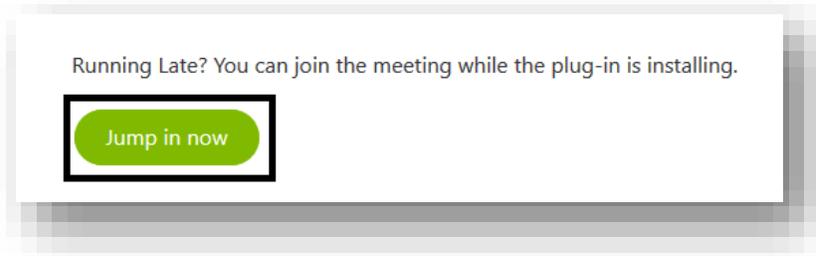
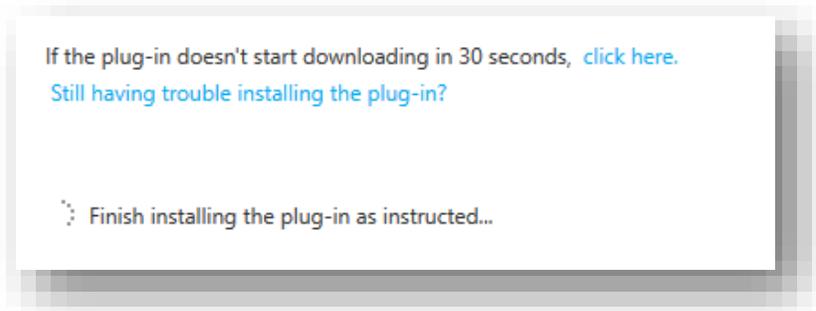
3

Sign in if you are from the organizer's company

Step 5: a little box will pop up asking you for permission to install the Skype plug-in. Click “Save File”



Step 6: As the plug-in finishes installing, it will eventually ask you to either “Join the meeting” or “Jump in now”. Click either option to enter the meeting.



Step7: Enjoy the meeting.