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.

?	Enter username and password for https://acc-skype-1.la-archdiocese.net
User Name:	
Password:	
	OK Cancel

✓ 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"

Gu	est, type your name below
Yo	our Name 1
By	Install Skype for Business Web App plug-in joining the meeting, I agree to the plug-in Terms and Conditions.
	Join the meeting <b>3</b>
_	

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

ou have chosen to open:	
🔀 SkypeForBusinessPlugin.msi	
which is: Windows Installer P	ackage (8.4 MB)
from: https://acc-skype-1.la-	archdiocese.net
Vould you like to save this file?	Save File Cancel

**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.

If the plug-in doesn't start downloading in 30 seconds, click here. Still having trouble installing the plug-in?	Ì
> Finish installing the plug-in as instructed	
Running Late? You can join the meeting while the plug-in is installing.	

**Step7:** Enjoy the meeting.