

YOUR GUIDE TO: JOINING SKYPE MEETINGS BY PHONE



How do I join a Skype meeting by phone?

Introduction

To join a Skype meeting by dialing in you'll need two pieces of information, both of which will be published with the details of the event:

- The phone number
- The meeting's conference ID – this will be a nine-digit number followed by the pound sign

Joining a Meeting

1. Dial the phone number for the meeting
2. You'll be asked to enter your **conference ID**. Enter the nine-digit conference ID followed by the pound (#) sign.
3. You'll be asked to record your name and press the pound (#) sign to join the meeting

If you are told that a meeting with that number can't be found, verify the information and enter it the nine-digit conference ID again followed by the pound (#) sign. If it still can't be found, contact the library for help.

Call Controls

Mute or un-mute your microphone: press ***6** on your phone.

End the call: hang up the phone.