1. Go to the meeting invitation and tap **Join Skype Meeting.**
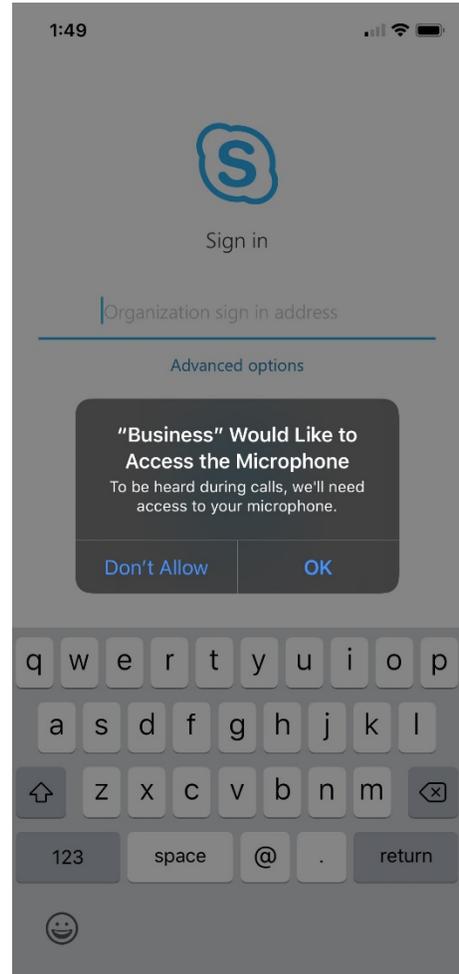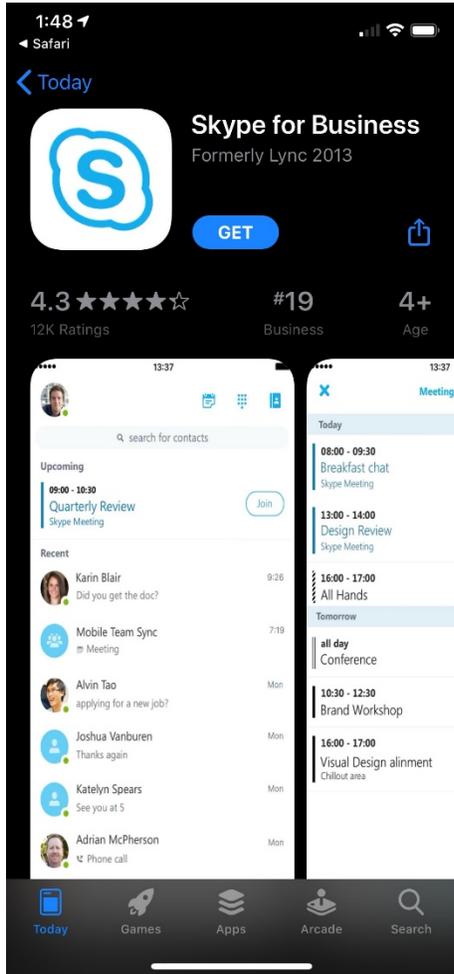2. If you have the **Skype for Business iOS App** already installed, skip to Step 6. If you do not have the iOS app, the page below will appear, and you will be prompted to install the iOS app. Tap **View** at the top or click **Tap here to install** at the middle of the page.
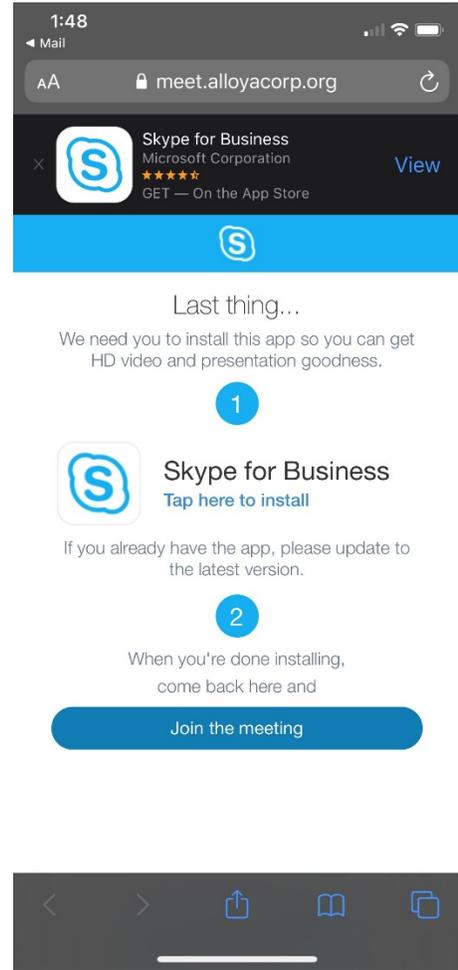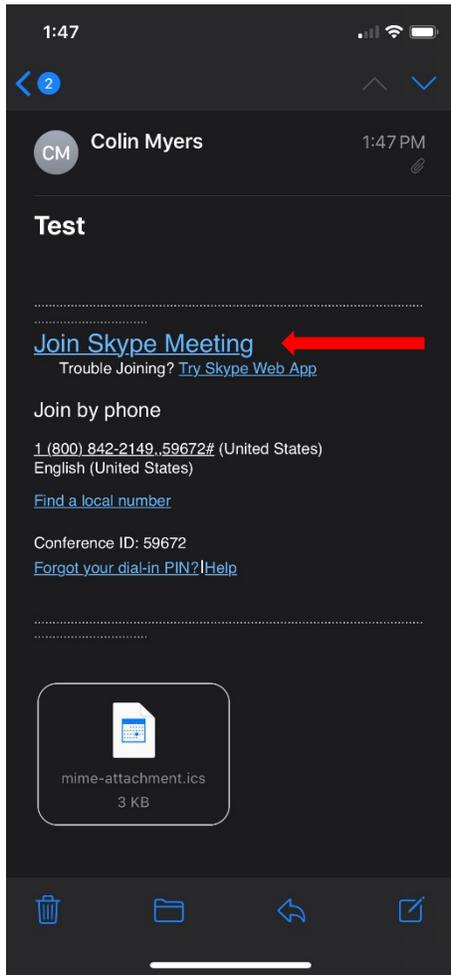
3. Tap **Get** and install the app.
4. Once installed, open the app. When prompted with allowing access to the microphone, tap **OK**.

5. Go back to the meeting invitation email and tap **Join Skype Meeting**. This will bring you back to the webpage from Step 2.
6. Tap **Open** when prompted to open the app.
7. If you have an account already, tap **Sign In** and skip to Step 9. If you do not, tap **Join as Guest.**
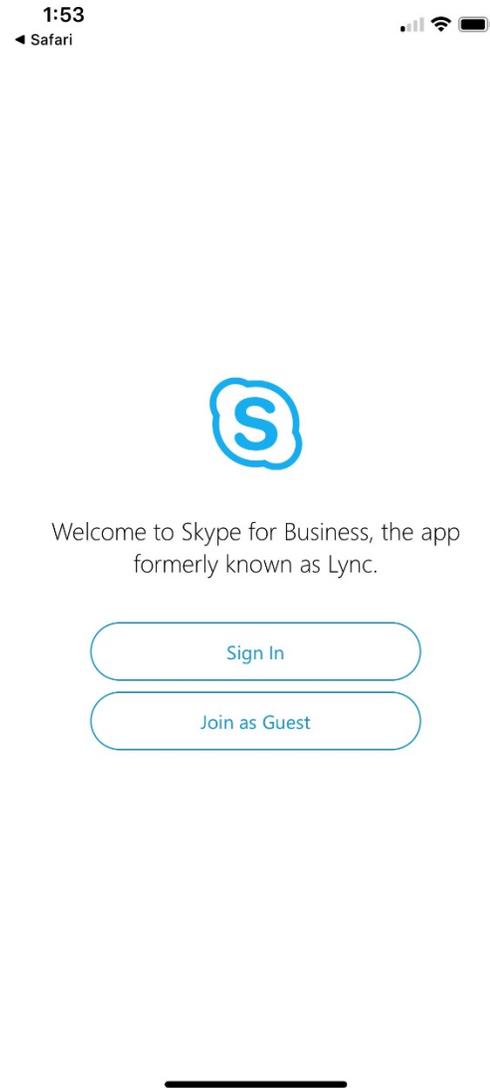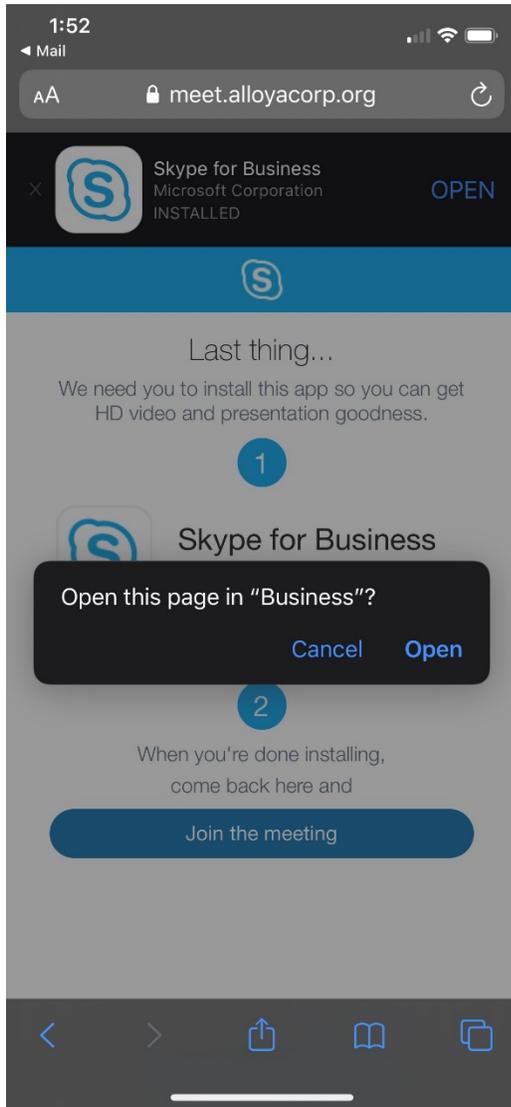
8. Enter your first and last name and then tap the arrow button.
9. If the meeting has not started, you will be placed in the virtual lobby. If the meeting has started, you will join the meeting.
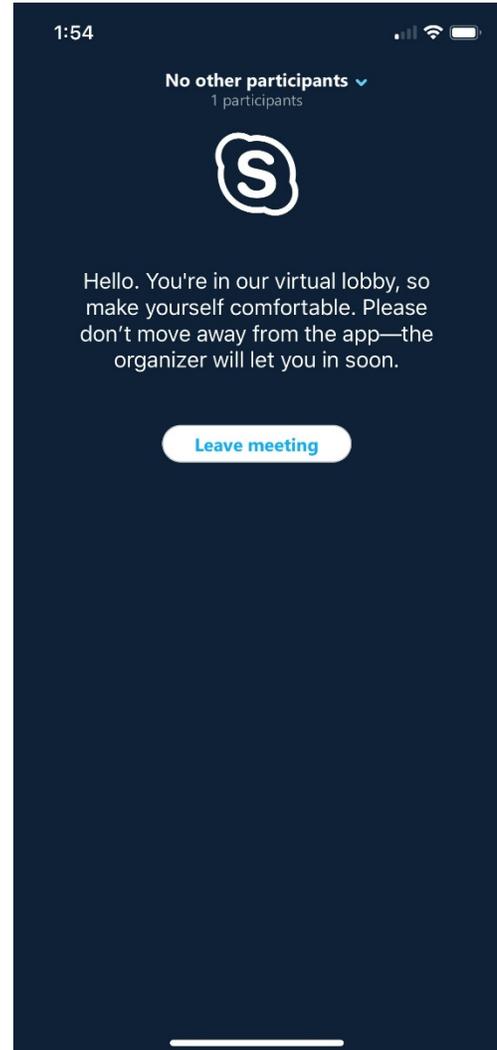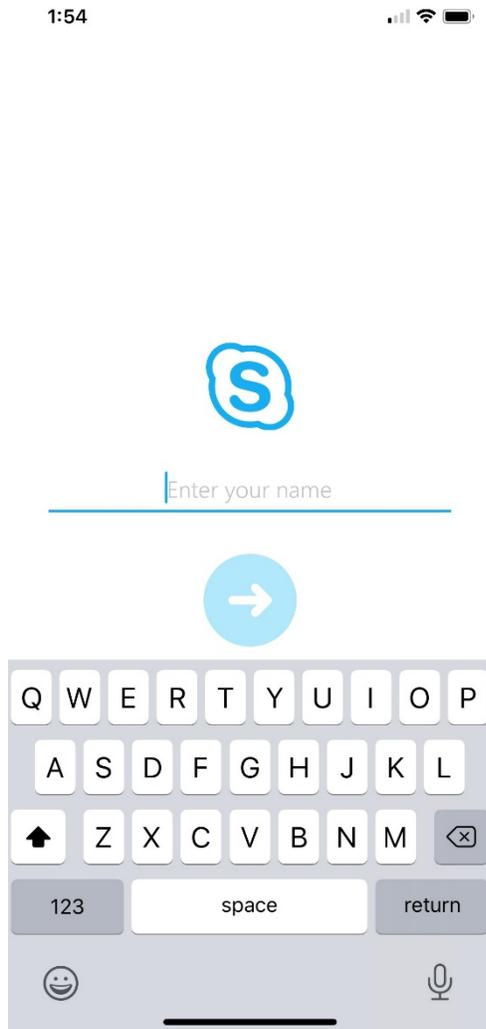
Video – To turn on your video, tap the Video icon and then tap **OK** when prompted to allow access to the camera.

Mute – To mute and unmute yourself, tap the Mute icon.

Speaker – To change audio to your phone's speaker, tap the Speaker icon.

Participants – If you allowed access to your contacts when opening the app for the first time, you can select contacts to add. If not, go to your phone's **Settings** and scroll down and tap **Business**. Allow access to your contacts from there.

IM – To use the chat feature, tap the icon in the upper right-hand corner. Messages will be seen by all meeting participants who are using the Skype app. To return to the previous menu, tap the icon in the upper, right-hand corner again.