

Joining a Skype for Business webinar as a guest

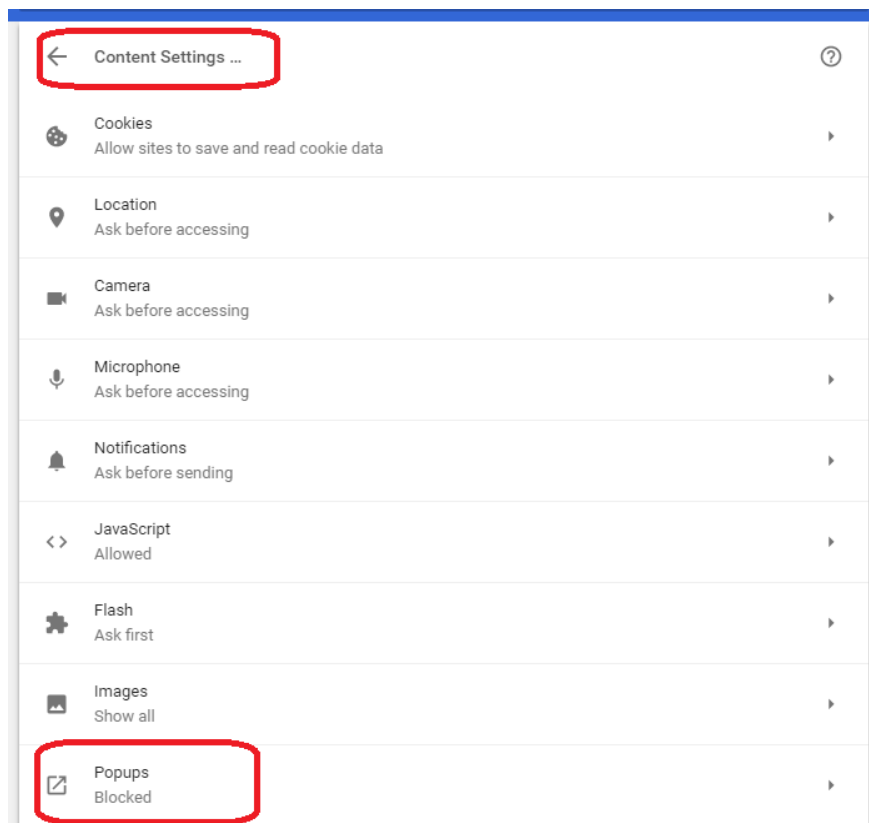
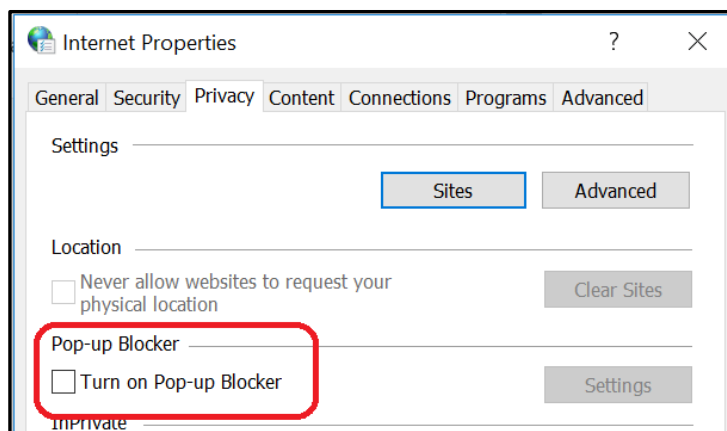
The CAROLINE Call 3 webinar will be held on Thursday, 19th July 2018, from 2pm to 3pm (Irish time).

To participate in the webinar, use this link: <https://meet.lync.com/highereducationauthority-hea/boardmeetingroom/ZDNGRZ2S>

Participants are advised to go to the webinar at least 10 minutes in advance so that they can resolve any possible technical issues before the webinar actually starts.

INSTRUCTIONS

1. Make sure that pop-ups are **enabled** in your web browser. The screen grab below illustrates settings in MS Internet Explorer and Google Chrome. Do **not** click the box enabling the pop-up blocker.



2. Open the link provided in your invitation email.
3. If you are using Skype for Business for the first time, you will be prompted to download the Skype for Business Web App or Skype for Business Desktop App – both are free to download and use as guests of the webinar.
4. After selecting the Business Web App or Skype for Business Desktop App prompts the webinar should open in a new tab of your browser.
5. In the event of the webinar not immediately opening in a separate tab – click on troubleshoot and then re-install as seen below – you should then be able to join the webinar after re-installation. Further assistance can be found [here](#).

