

Skype

Creating meetings so external users can join

- & -

If meeting is not setup for externals – how to join as an external user

When external companies use Skype they may experience a problem with connecting. We are working on a permanent solution for this issue. In the meantime, the attendee should be able to join meetings anonymously through their web browser. To do this, they will need to add an extension (?sl=1) on the end of the Skype meeting URL.

This is accomplished by the two methods in this user guide. 1) creating the meeting so external users can join, or 2) joining as an external user, if the meeting is not already setup for it

Creating meetings so external users can join

- 1) Create a Skype meeting from your calendar
- 2) Right-click the 'Join Skype Meeting' link and select 'Copy Hyperlink'

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

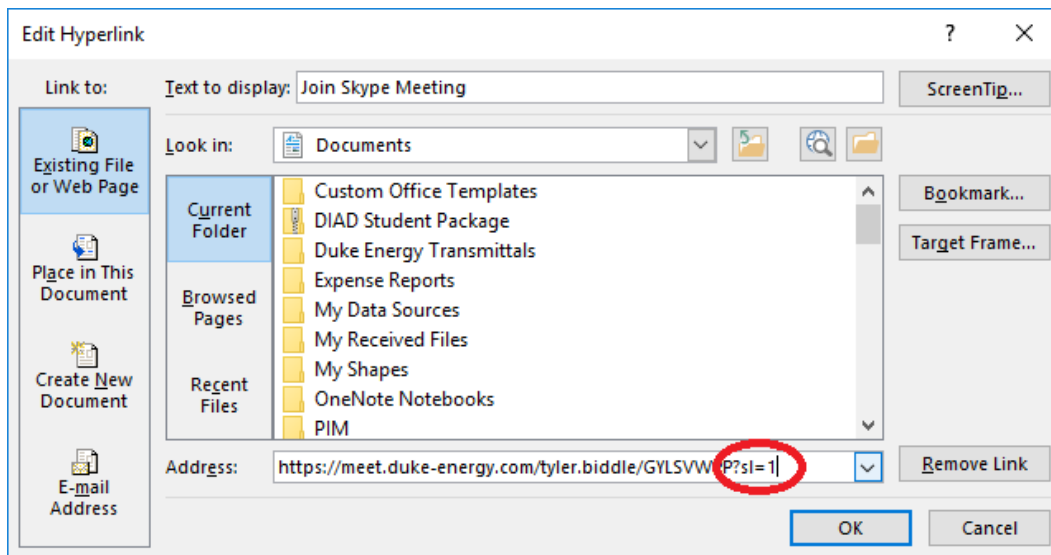
[Help](#)

If you have problems connecting to the meeting via your Skype for Business Client, please copy the Join
?sl=1

3) Paste this hyperlink elsewhere in the message.

4) Right-click on the hyperlink you just pasted and select 'Edit Hyperlink'

5) Add '?sl=1' onto the end of the hyperlink. Click ok



6) Back in the body of the e-mail/meeting invite, click beside this new link and add a description so invitees know this hyperlink is for externals only.

[Join Skype Meeting](#)

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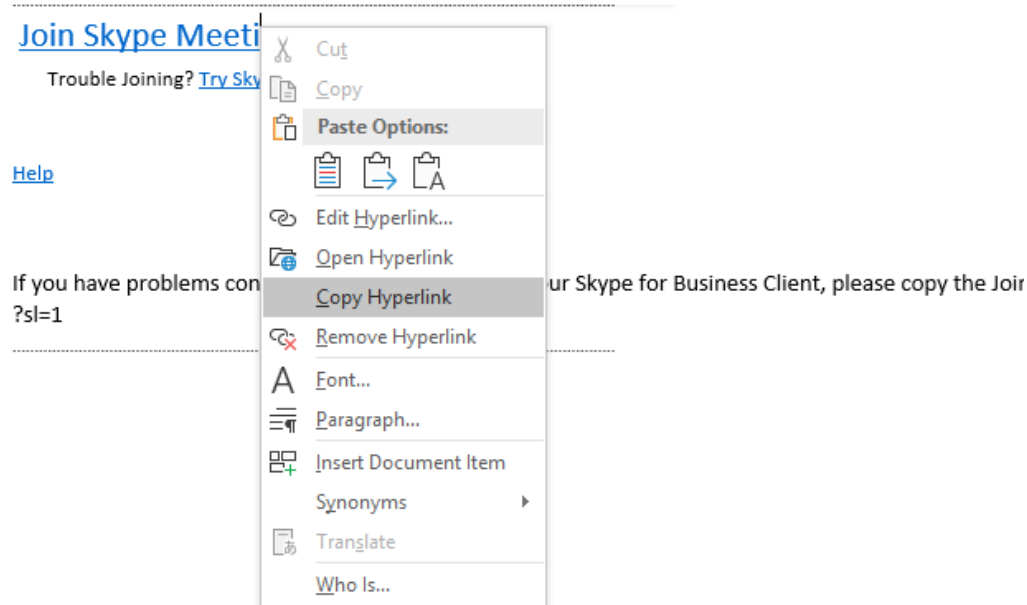
[Join Skype Meeting \(externals only link\)](#)

[Help](#)

If you have problems connecting to the meeting via your Skype for Business Client, please copy the Join
[?sl=1](#)

If meeting is not setup for externals – how to join as an external user

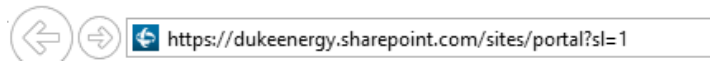
1) Right click the 'Join Skype Meeting' link and select 'Copy Hyperlink'



2) Open Internet Explorer and paste the link into the Address Bar



3) Type ?sl=1 onto the end of the link and hit enter



4) Follow the instructions to install the Skype plug-in (if it's your first meeting) and join the meeting.