

# Join a Skype for Business meeting on Windows PC

## Windows

1. In your meeting request, click Join Skype Meeting

### [Join Skype Meeting](#)

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




Join by phone

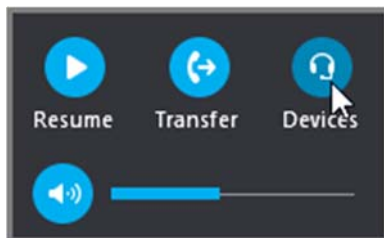
[+1 \(608\) 266 5901](#) (North America)      English (United States)

[Find a local number](#)

Conference ID: 31349

[Forgot your dial-in PIN?](#) | [Help](#)

2. Your mic is automatically muted. To unmute your mic, find the mic button,  and click it. When it looks like , people in the meeting can hear you. (**Note:** Make sure you unmute your speakers too.)
3. If you need to switch to a different audio device, click the Call Controls button , then click Devices.



4. The Switch Devices box (lower left corner) shows your available audio devices, with the current one selected. Choose a different one if you'd like.

## Audio Quality

Audio quality depends on the network and the device you use. Use a wired network connection and switch off wireless on your computer. If you have to use wireless connection, make sure you have a strong signal. Also use a high quality headset for better audio.

## Join with the Web App

Skype for Business Web App is an alternative way to join the meeting if you don't have Skype for Business installed. It opens automatically to connect you to the meeting.

## **Join with phone only**

If you're on the road, or if you don't have access to a computer, you can just call into the meeting with a phone. Make sure you grab the conference numbers and IDs from the meeting request before the meeting.

If you prefer to call in with a phone, instead of using computer audio, you can find the conference numbers and ID in the meeting request. You can also click **Find a local number** in the meeting request if you're traveling.

What about the PIN? You only need a PIN if you are calling into the meeting as the presenter from a public or cell phone, or if the meeting is set with high security. Otherwise you don't need a PIN, just dial in and wait to get connected.

If you need a PIN and don't remember what it is, click **Forgot your Dial-in PIN?** in the meeting request, and follow the instructions on the page to reset.