## How to Join the Skype for Business Instant Messaging Session Without Having a Mic By Scott Badger

	III Office 365	Outlook	
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	<ul> <li>Folders</li> <li>Inbox</li> <li>Clutter</li> <li>1</li> </ul>	Inbox Today Oppenlander, Nancy	TESTING ONLY-NOT OFFICIAL CHAT ON Oppenlander, Nancy Required Properties of Provide Automatics
ſ	Sent Items Drafts 4 More >	<ul> <li>pol201-01 test meeting 11:53 AM meeting cancelled. You're receiving this message bec</li> <li>Oppenlander, Nancy I Oppenlander, Nancy Oppenlander, Nancy added you to the POL2(10:21 AM You're now a member of the POL201-01 group Tuesd</li> </ul>	When: Wed 9/9/2015 2:30p - 4:00p Where: Online meeting
	PO POL201-01 1 PO POL228-01	Oppenlander, Nancy	
	SM Skype Meeting 1 More	Mencucci, Alyssa L. Hello 837 AM I got in! Thank you both for the help. Alyssa Mencucc Two weeks ago	Join online meeting
		Oppenlander, Nancy second try 8/21/2015	Find a local number Conference ID:
		Schena, Alyson C? Tentative: Office 365 Overview Webinar 8/19/2015	Forgot your dial-in PIN?

- 1. Go into your Office 365 Outlook.
- 2. Click Inbox.
- 3. Click on the invitation meeting email.
- 4. Click on "Join online meeting".



5. If your computer does not have build-in speakers and mic and you have not plugged speakers and a mic into the computer then you must turn on "Don't join audio". If your computer does have built-in speakers and a mic or you plugged in speakers and a mic or you plugged in a headphone with mic then you can use the default option "Use Skype for Business (full audio and video experience.)".