

How to join a video conference if your PC doesn't have SfB

You can still join a SfB video conference even if your PC does not have Skype for Business installed by adding the 'SfB web client' plug-in to your web browser. The procedure for doing this differs depending on which browser you are using. This document provides instructions for:

- Chrome – see the section entitled [Chrome](#) below
- Internet Explorer 11 - see the section entitled [Internet Explorer 11](#) below.

Note that as of June 2017 you cannot use Firefox to join a SfB video conference. This is a known issue for which a solution may be available in the future.



It is highly recommended that you download and install the plug-in and then test it by logging in to the conference well in advance of the start of the conference.

Start the process

Whether you join a video conference via a MS Outlook calendar event or from an email, the process for joining the conference is similar.

1. If you are joining a conference via a MS Outlook Calendar event, **select** 'Try Skype Web App':

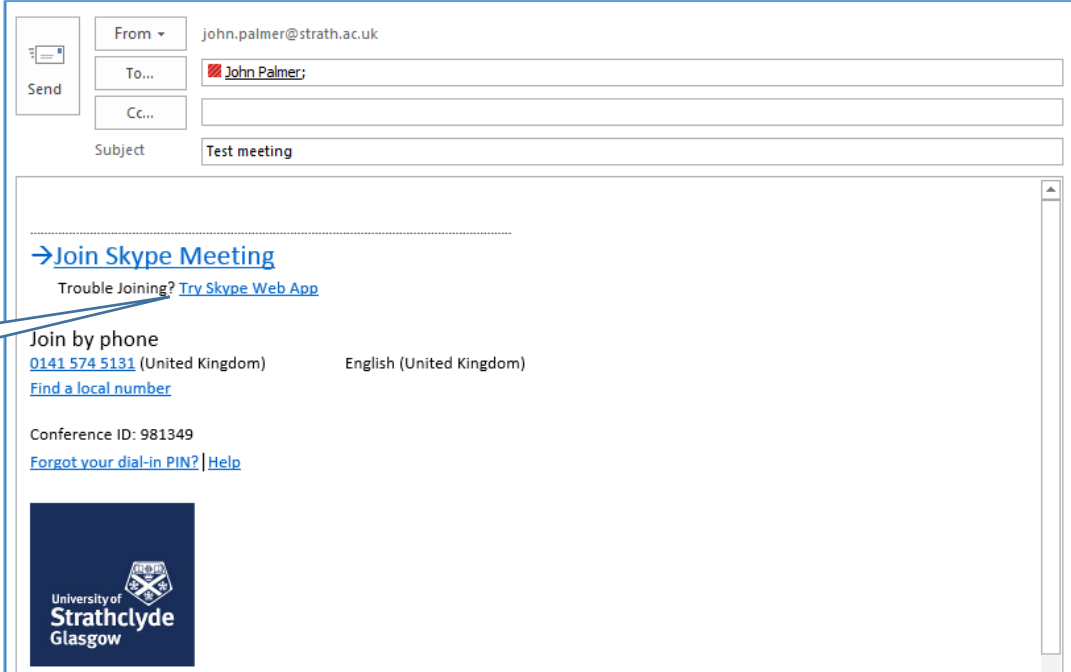
Subject	SfB Client Test		
Location	Skype Meeting		
Start time	Fri 23/06/2017	16:00	<input type="checkbox"/> All day event
End time	Fri 23/06/2017	17:00	

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

1 Join by phone
 0141 574 5131 (United Kingdom) English (United Kingdom)
[Find a local number](#)

Conference ID: 880238
[Forgot your dial-in PIN?](#) | [Help](#)

2. If you are joining a conference via an email, **select** 'Try Skype Web App':



The screenshot shows an email header with the following details:

- From: john.palmer@strath.ac.uk
- To: John Palmer;
- Subject: Test meeting

The main body of the email contains the following text:

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

Join by phone
[0141 574 5131](#) (United Kingdom) English (United Kingdom)
[Find a local number](#)

Conference ID: 981349
[Forgot your dial-in PIN?](#) | [Help](#)

At the bottom, there is a logo for the University of Strathclyde Glasgow.

A callout box with the number '2' points to the 'Try Skype Web App' link.

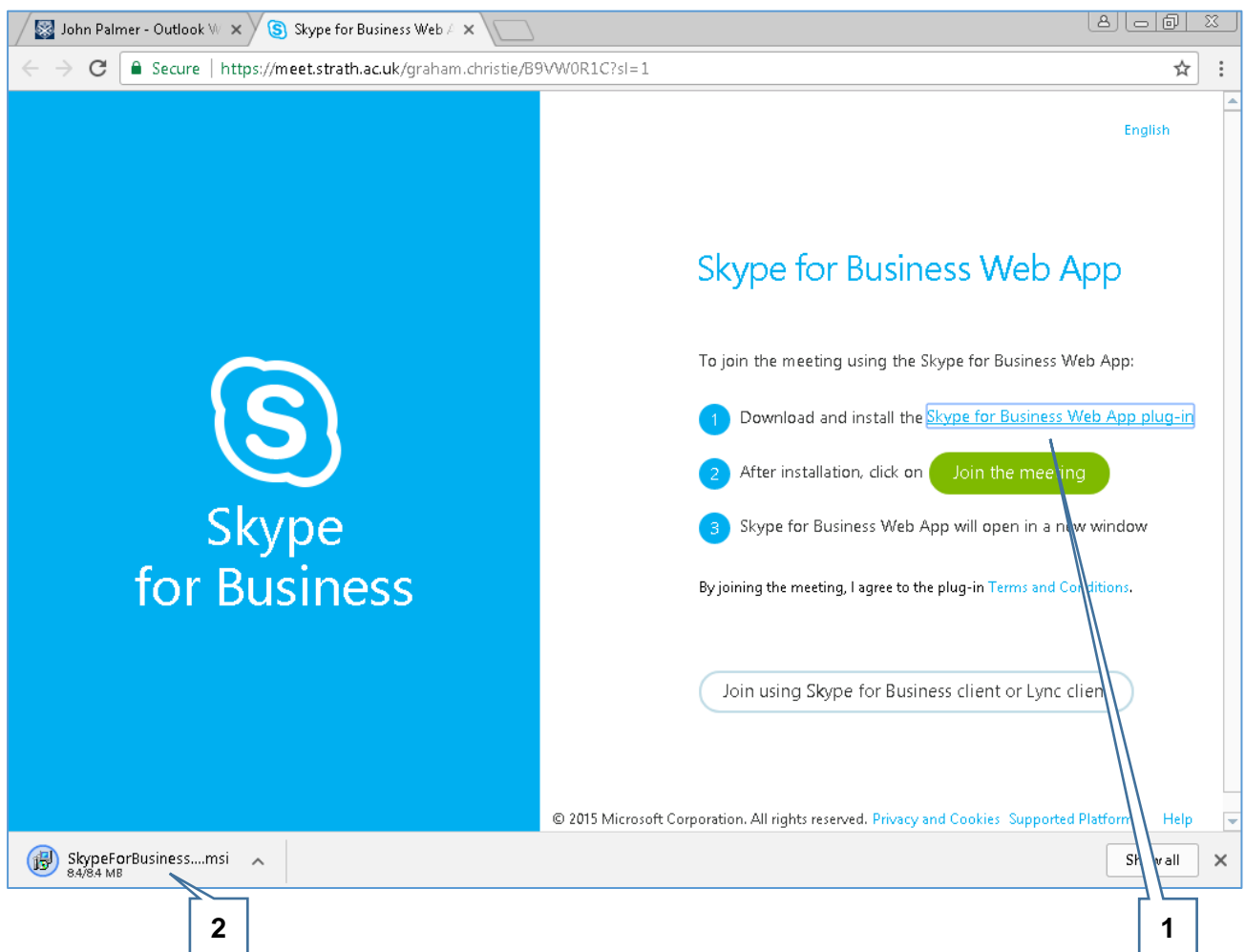


If the 'Try Skype Meeting' link is not present, select 'Join Skype Meeting'. Your PC will attempt but fail to find the SfB client and then automatically use the 'Try Skype Web App' link.

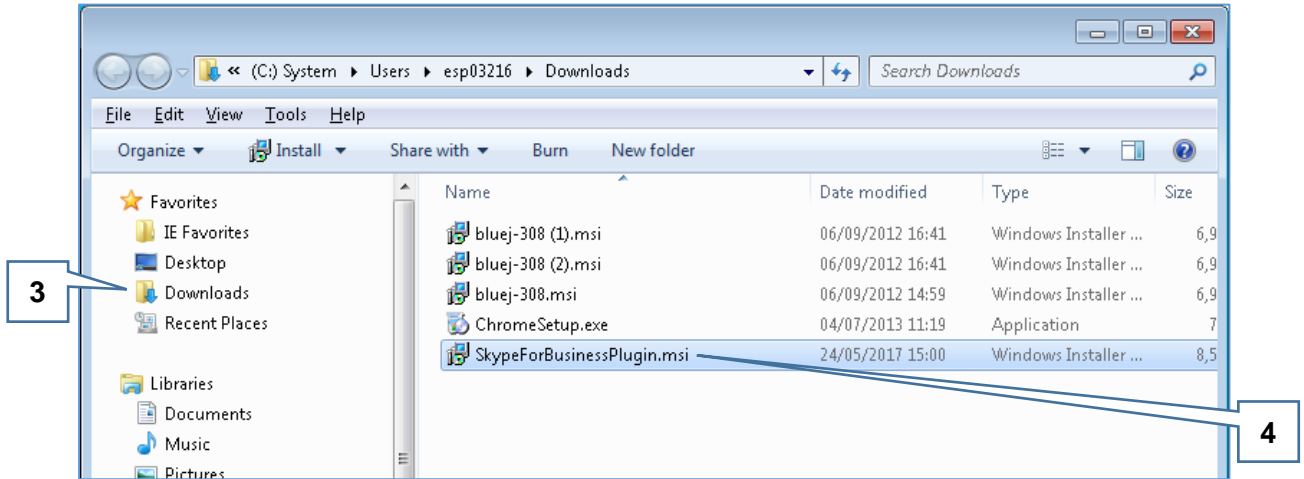
Chrome

After selecting the 'Try Skype Web App' link, Chrome will open a web page called 'Skype for Business Web App'.

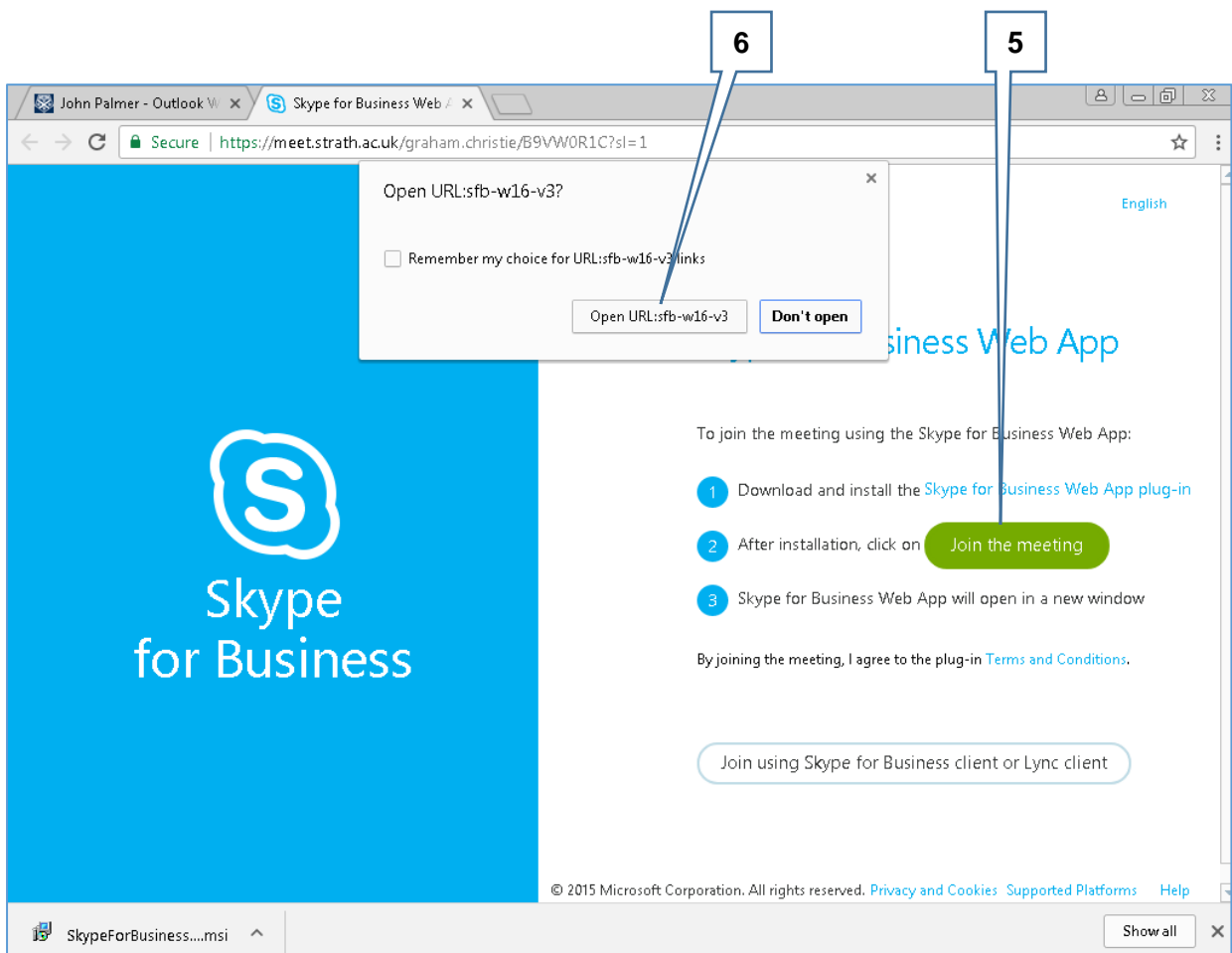
1. **Select** the link called 'Skype for Business Web App plug in'. This step is not necessary if you installed the plug-in on a previous occasion
2. The plug-in download will begin



3. **Open** Windows Explorer and **navigate** to the folder on your PC that holds downloaded files. The default folder is usually the 'Downloads' folder
4. **Double click** on the downloaded file to install the plug-in.

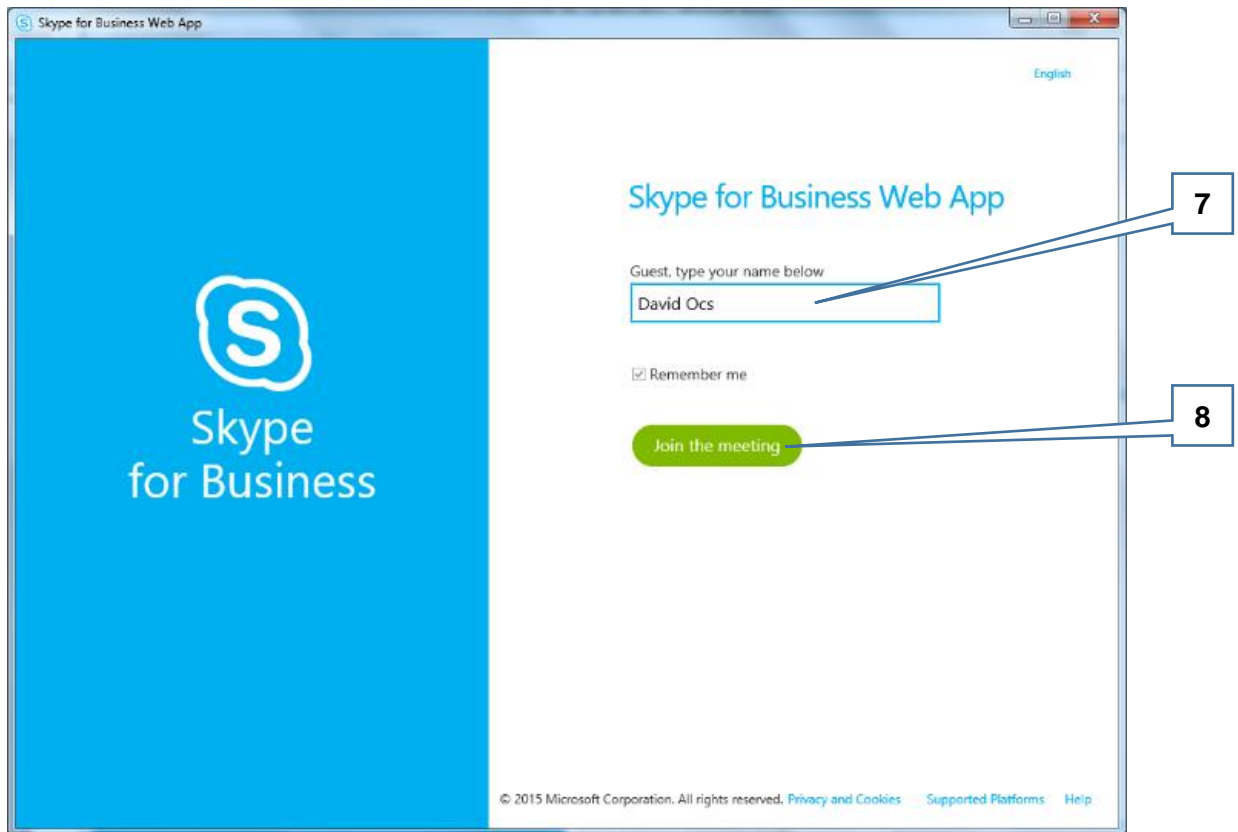


5. After installing the plug-in, return to Chrome and **select** the 'Join the meeting' button
6. A confirmation dialogue will appear; **select** the 'Open' button (in the screenshot below, the button called 'Open URL:sfb-w16-v3').



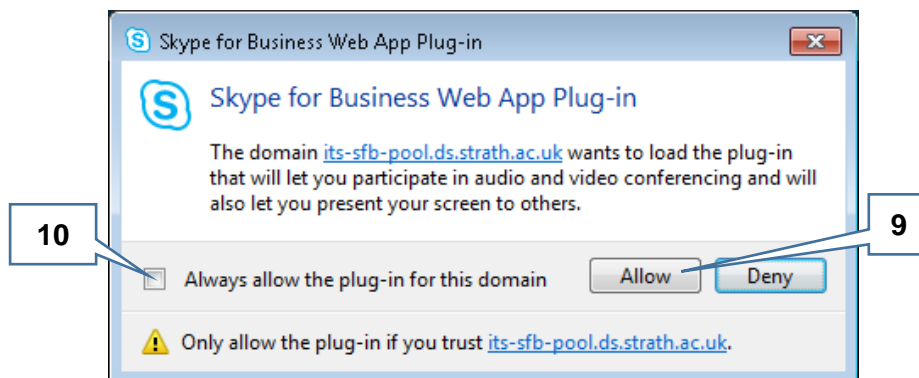
At this stage, Chrome will invite you to log in. You have to log in as a guest - you cannot log in using your DS username i.e. as a University member of staff or as a PG.

7. **Enter** your name in the field entitled 'Guest, type your name below'
8. **Select** the 'Join the meeting' button



A dialogue named 'Skype for Business Web App Plug-in' will appear.

9. **Select** the 'Allow' button to complete the process and join the video conference
10. If you **put a tick** in the tick box entitled 'Always allow the plug-in for this domain', the dialogue will not appear when logging on to a University SfB conference in the future.

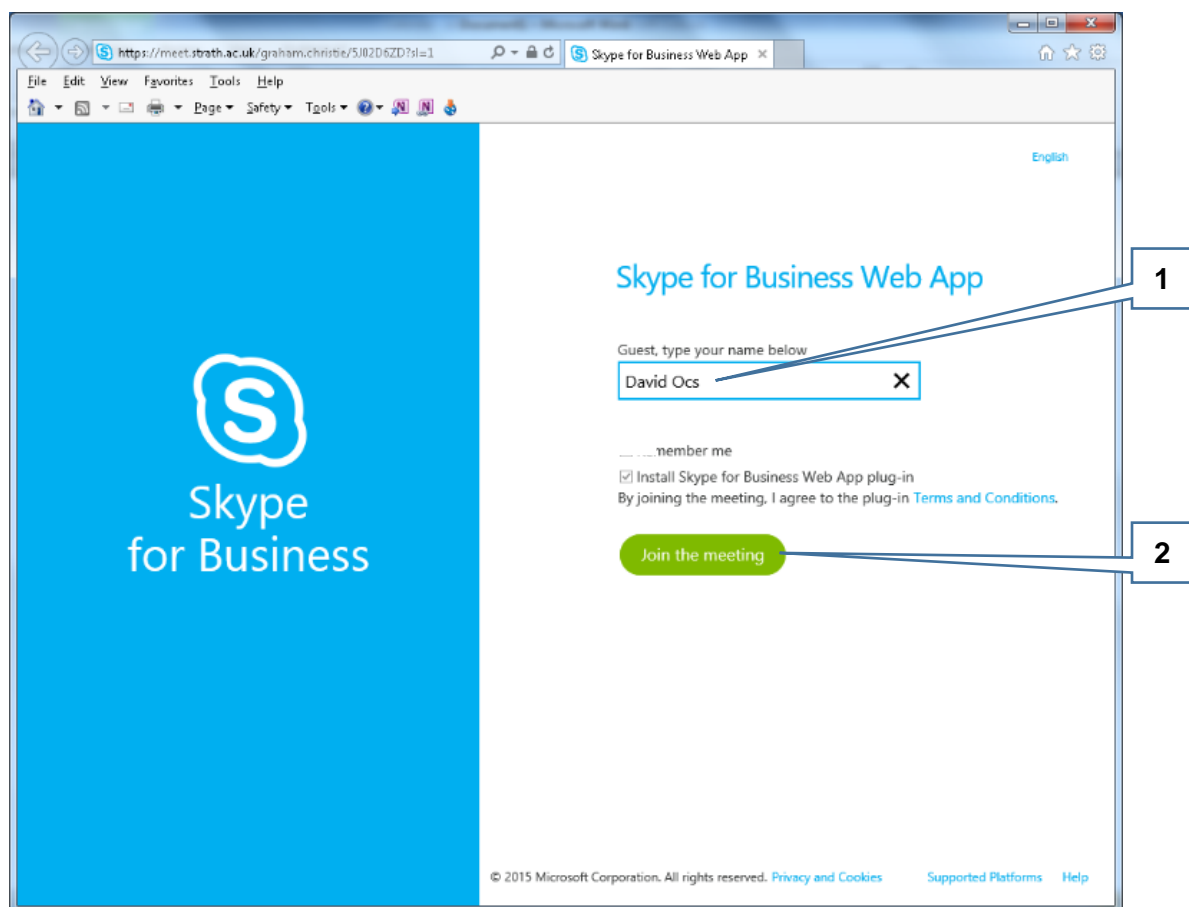


Internet Explorer 11

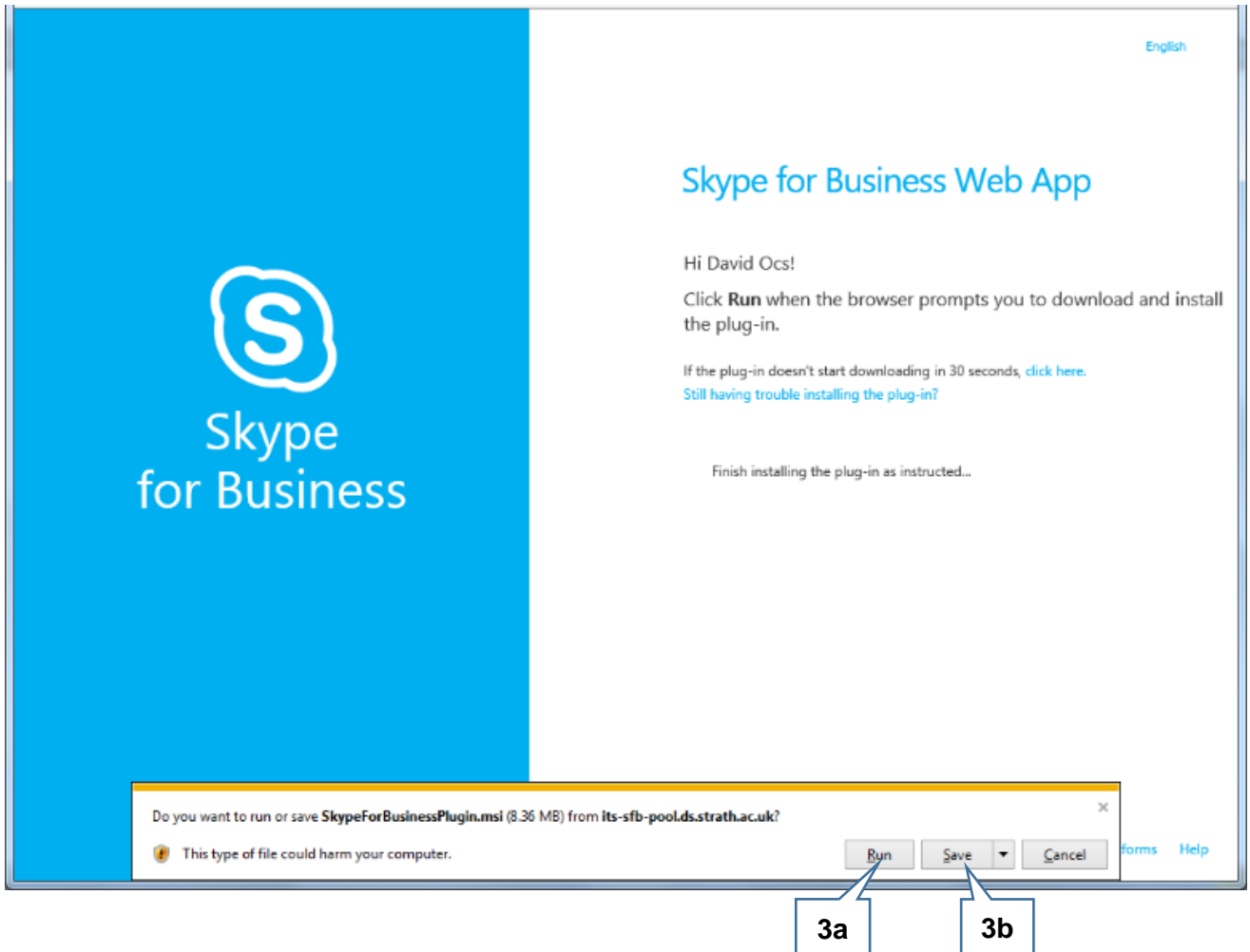
After selecting the 'Try Skype Web App' link, Internet Explorer 11 (IE) will open and navigate to a web page called 'Skype for Business Web App'.

IE will invite you to log in. You have to log in as a guest - you cannot log in using your DS username i.e. as a University member of staff or as a PG.

1. **Enter** your name in the box entitled 'Guest, type your name below'
2. **Select** the 'Join the meeting' button.

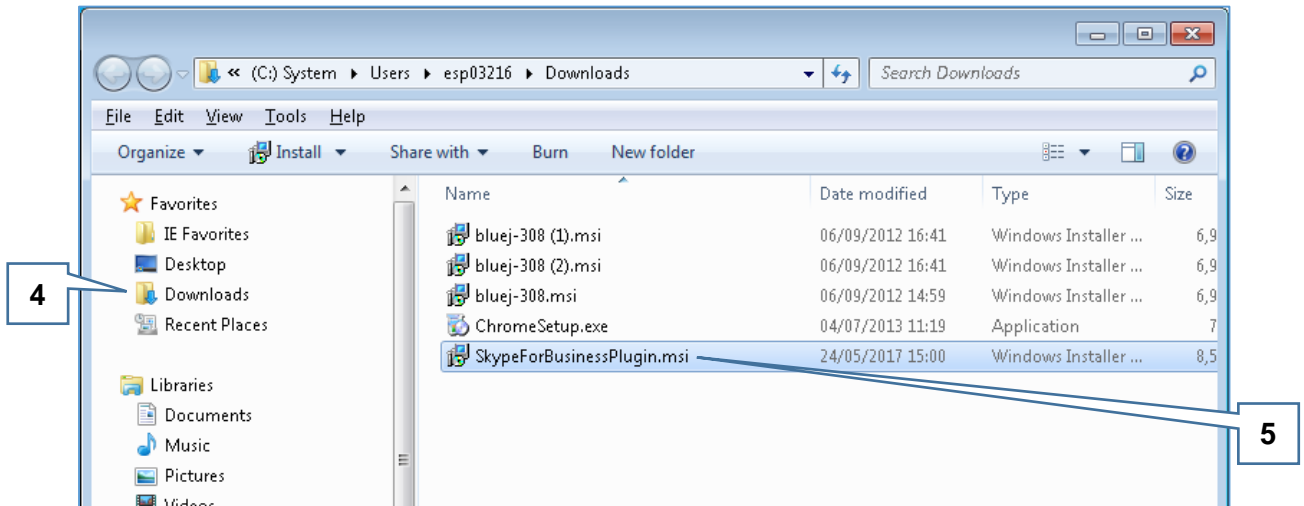


3. IE will now ask if you want to run or save the plug-in:
 - a. **Select** the 'Run' button to install the plug-in and then see point **6** below
 - b. **Select** the 'Save' button to download the installation file and then see point **4** below. This step is not necessary if you installed the plug-in on a previous occasion



If you chose to save the installation file:

4. **Open** Windows Explorer and **navigate** to the folder that holds downloaded files. The default folder is usually the 'Downloads' folder
5. **Double click** on the downloaded file to install the plug-in.



A dialogue named 'Skype for Business Web App Plug-in' will appear.

6. **Select** the 'Allow' button to complete the process and join the meeting
7. If you **put a tick** in the tick box entitled 'Always allow the plug-in for this domain', the dialogue will not appear when logging on to a University SfB conference in the future.

