

Continuity of Learning

Pupil Guide to using the
Skype Web Application



Using the Web Application

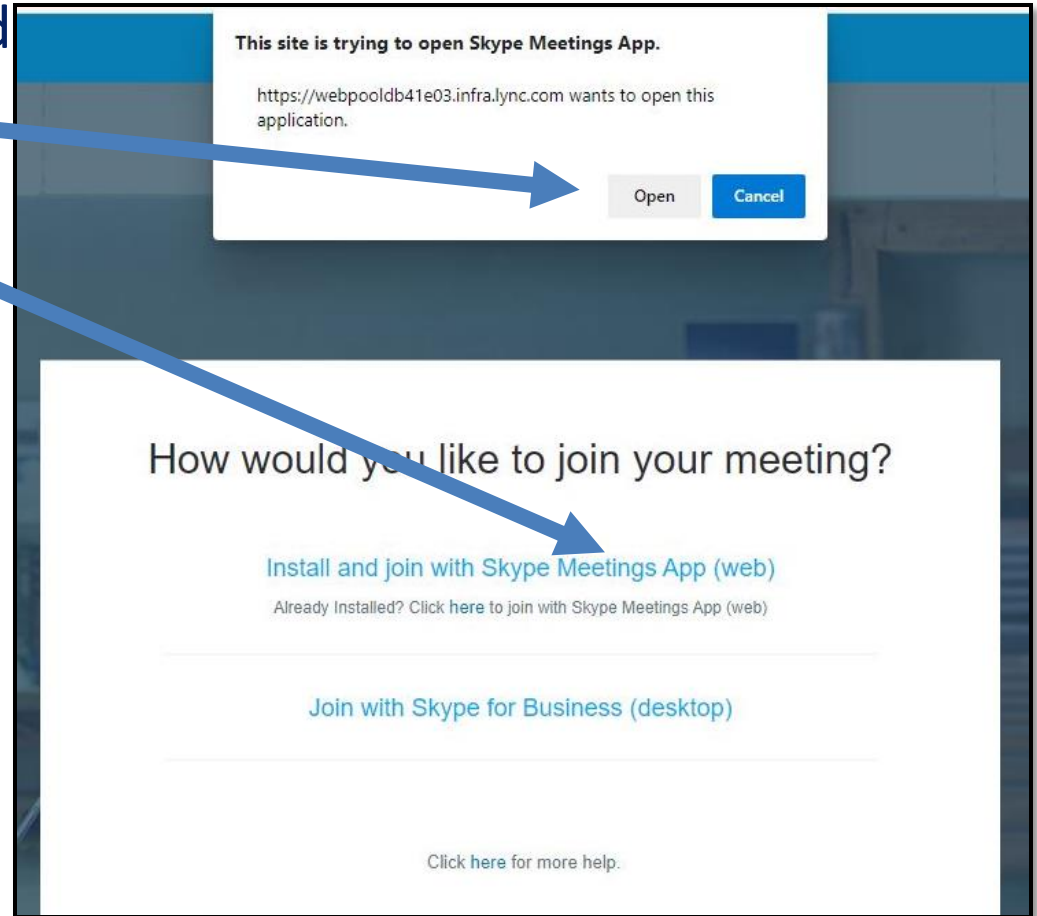
Pre-requisites

- Browser
- Logged into Office365
- Ideally a headset with a microphone
- Or a headset and use the laptop/webcam microphone
- If all fails, use the device speaker and laptop/webcam microphone
- Works on a mobile phone too; you will need to install the app. You should only do this on a Wi-Fi connection unless you have uncapped data allowance
- **Please note:** Unless instructed otherwise you should keep your webcams turned off



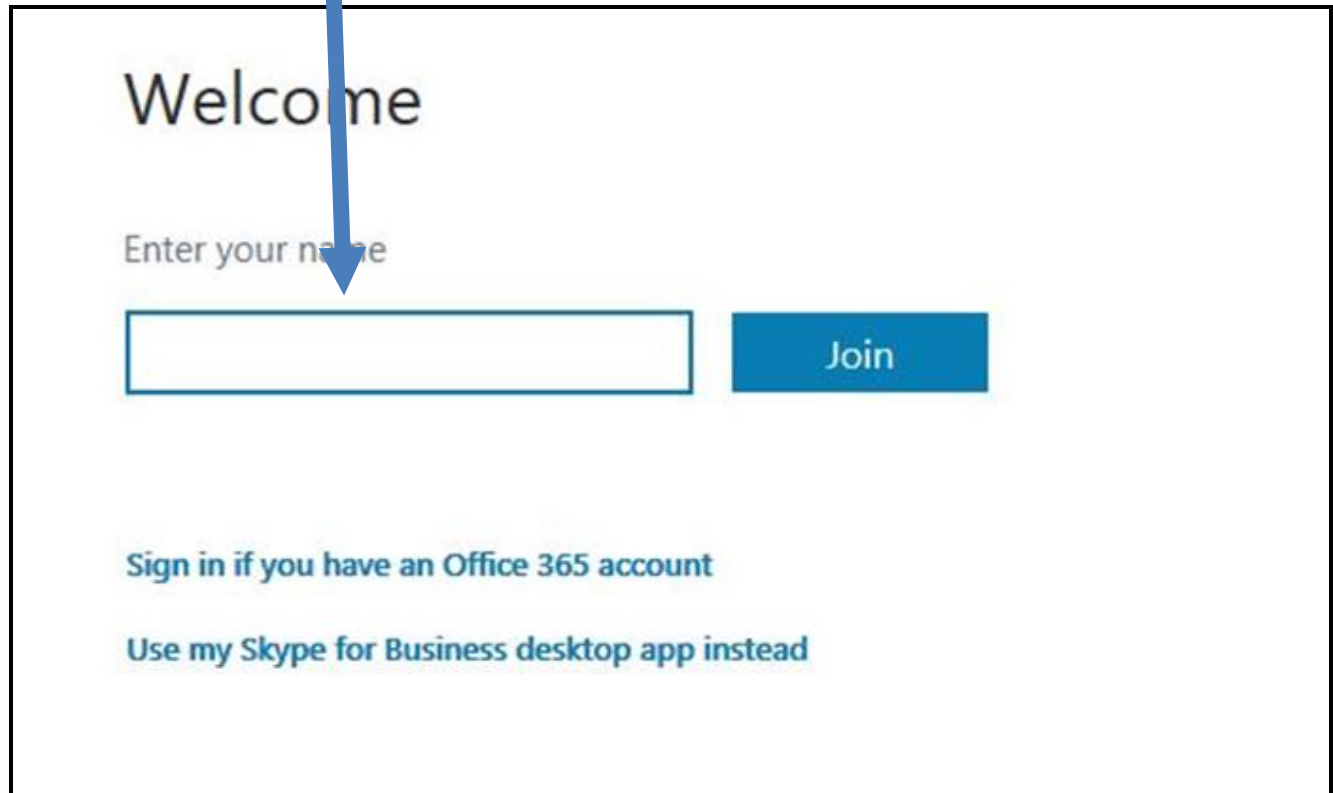
Starting the Skype Web App Meeting

- Click on the link in your Outlook or Teams Calendar
- If the Web App is installed select **Open** if not install the App



Logging in

- Enter your name in the box and click join
- **DO NOT** Select **Sign in if you have an Office365 account**



>Welcome

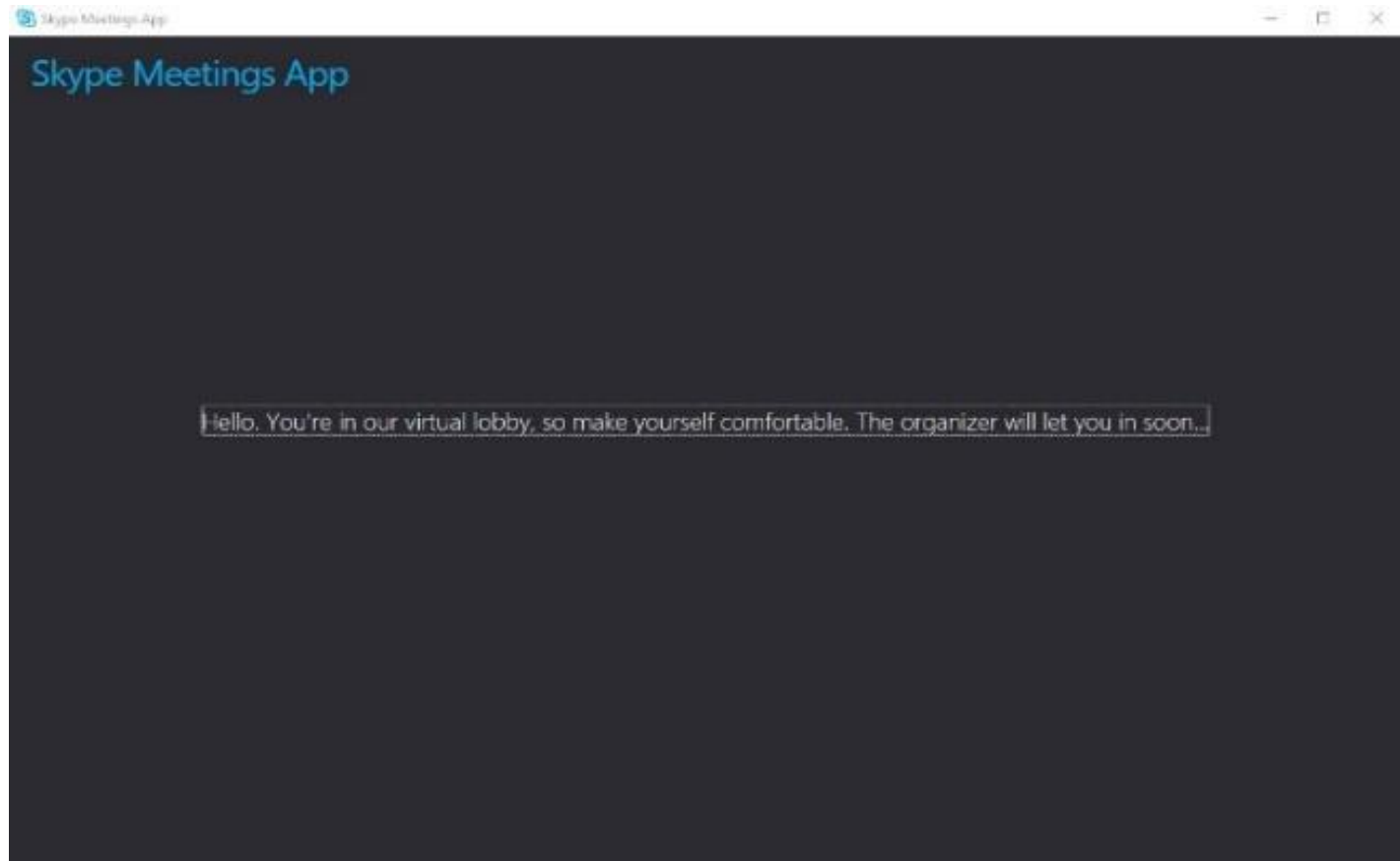
Enter your name

[Sign in if you have an Office 365 account](#)

[Use my Skype for Business desktop app instead](#)

In the beginning . . .

- You will be left in the lobby until the teacher is ready to admit you



Being part of the Skype Session

- Unless your teacher enables it, you will not be able to use your microphone, or IM and your webcam might not work. If any of these are enabled by your teacher, you should always use them sensibly and appropriately
- Your teacher can remove you from the call if necessary
- At the end of the meeting, press the red phone icon to end the call

