Skype for Business

 Over the past few weeks, I have been communicating with all of you via telephone. I thought it would be nice to attempt to have a Skype meeting with all of you. That way, we can see each other, and you can see some of your classmates as well. We will keep the meetings short (10-15 minutes), we will use this time to catch up and I can also answer any questions you may have about the assignments I post.

1. You will receive an email invitation to join a Skype for Business meeting with me and some of your classmates. I have divided the class into 3 separate meetings. If you have a sibling in the class, I ask that you try to join using only one device.
2. When you receive the invitation, there will be a date and time of the meeting. You must then select accept to let me know that you have seen the email and are able to attend.
3. You will receive another email 15 minutes prior to the start time of the meeting. You will then click on “Join Skype meeting”
4. If you are using a laptop or desktop computer, it will automatically join you to the meeting. If you will be using an iPad or a phone, you will have to download the Skype for Business app prior to the meeting day.