

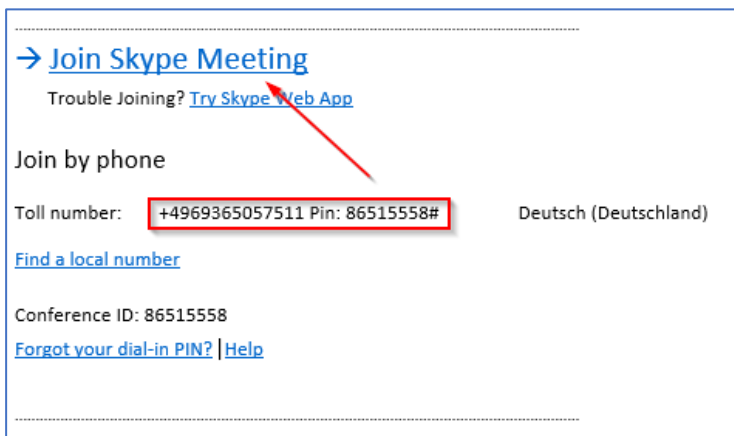
## Skype for Business

### Quick-Start for the webinar

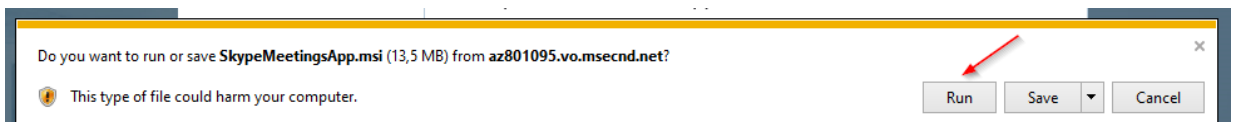
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#### How do you open the webinar (Skype for Business web conference)?

- 1) Open your email provider and your invitation (date) to the webinar.
- 2) Click on the following link „Join Skype Meeting”



- 3) If you already installed Skype-for-Business, the web conference opens automatically.
- 4) If you don't have installed Skype-for-Business, the Internet Explorer (or Chrome) opens and you can execute the plugin.



You can call and start the web conference before you start the webinar. It allows you to test in advance whether everything is working. This gives you security. If you have technical problems, you can also dial in by telephone (see above: "Toll number").

## Which technical requirements must be satisfied?

- 1) You work locally on your pc and have loudspeakers (ideally via headphones/headset).
- 2) You have a microphone (ideally via headset).
- 3) Optional: You have a webcam (it's not necessary for the webinar).

If you have no speakers or a microphone, you can dial in via your telephone (see "Toll number")