1 Introduction

The Acano solution connects Skype for Business with other systems, so you can invite participants to join via a video system or a browser.

2 Scheduling a Skype for Business meeting

You can schedule a Skype for Business meeting directly from Outlook.

1. In your Outlook calendar, right-click on the time slot for the meeting and select New Meeting Request.

2. Select Skype Meeting.

All information needed for dialing in is automatically included in the meeting invitation.

Note: The dial in information is configured by your Skype for Business administrator.
3 Entering a scheduled Skype for Business meeting

If your meeting host uses the Acano solution, you can join a schedule Skype for Business in three different ways:

- Use Skype for Business
- Use a video system
- Use your browser
- Call in from your phone (audio only)

Note: The meeting information is configured by the local administrator. Your invitation may look different from the example below.

3.1 Joining with Skype

1. Click the link in your invitation.
   Skype for Business is launched, and you are taken directly to the meeting.

3.2 Joining with a video system

2. Type the video address or the IP address.
3. When prompted for a conference ID (or call ID), enter the conference ID.

3.3 Joining with your browser

1. Note the conference ID.
2. Go to the web address.
3. Select Join call
4. Enter your conference ID in the Call ID field.
5. Continue.

Note: We recommend that you use Google Chrome.

3.4 Joining with a phone

4. Call using the phone no.
5. When prompted for a conference ID (or call ID), enter the conference ID.

Note: When you join with a phone, you will receive and send audio only. Other participants may see each other, or they may see a presentation that is not available to you.