



How to Join Virtual DLM Meetings

How Do I View the Meeting Presentation?

The DLM Consortium uses Skype for Business (still branded Lync in some areas) to conduct presentations and meetings using both audio and video.

If you have the desktop version of Skype for Business or a Skype for Business account, click the meeting link to join the meeting. You can use Skype for Business from nearly any computer or mobile device, anywhere there is Internet access. DLM staff presumes most DLM state partners will not have Skype for Business installed, and will instead use the free Skype for Business web application. Click [here](#) to learn how to use the web application.

When logging in as a guest, type your first and last name, followed by your state abbreviation in parentheses. For example John Doe (KS).

Note: Edge, Internet Explorer 11, Firefox, Safari, and Chrome are currently the only supported browsers for Skype for Business. If you encounter difficulties using one of these browsers, try checking your internet connection or clearing your browser's cookies.

How to Join Audio and Mute Microphones

After you click the link to join the meeting, you will be prompted to join meeting audio. Select "Use Skype for Business (full audio and video experience)."

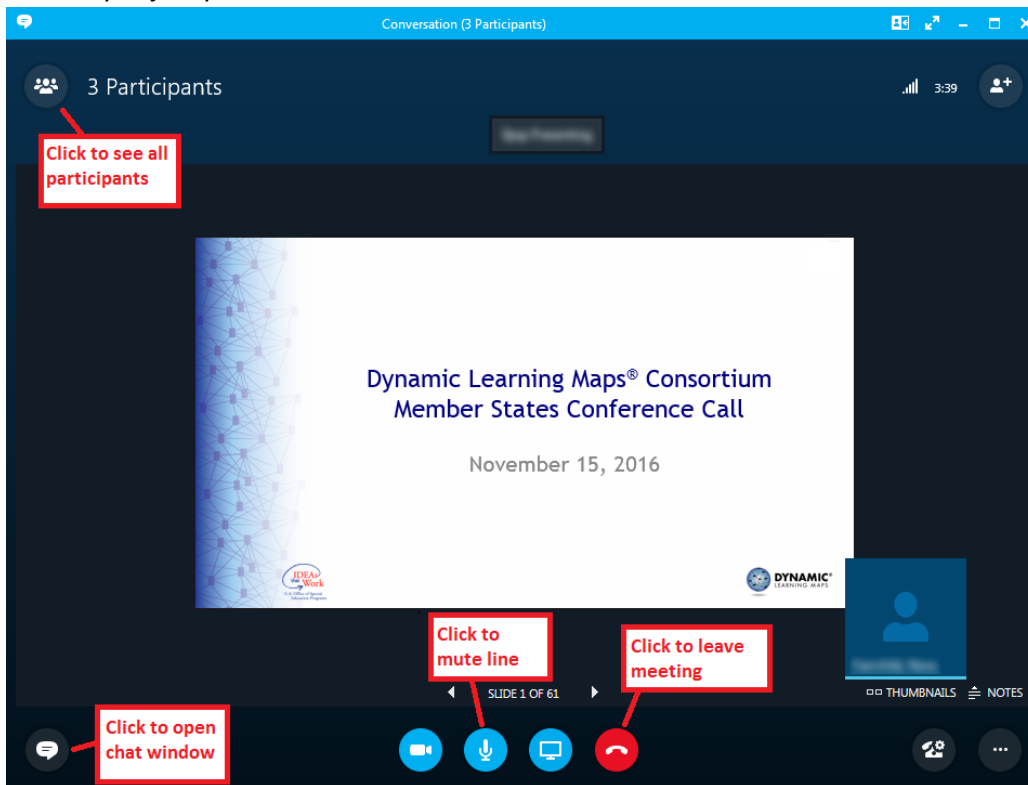
A screenshot of a "Join Meeting Audio" dialog box. The title bar is light blue with a close button (X) in the top right. The main title "Join Meeting Audio" is in blue. There are four radio button options: "Use Skype for Business (full audio and video experience)" (which is selected and highlighted with a red rectangle), "Call me at:" (with a dropdown menu below it), "Don't join audio", and "Don't show this again" (with a checkbox). Below the options is the text "FYI: Find these settings in Options under Skype Meetings." At the bottom are two buttons: "OK" and "Cancel".

After joining the meeting, **you must mute your microphone unless you are speaking** to prevent disruptions during the call. Click on the blue microphone icon to mute your microphone. The microphone icon will have a diagonal line through it indicating that it has been muted successfully.



If you wish to speak during the call, select the icon again to unmute the microphone. Once you are finished speaking, mute your microphone again.

You may adjust your view to see the different sections.



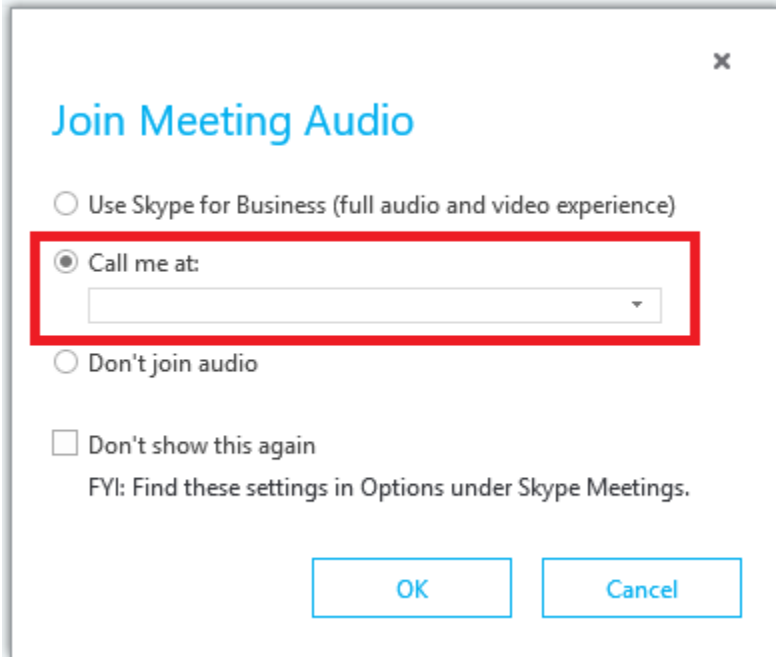
Alternative Audio Methods

We recommend using the procedure outlined above for the best experience. However, in the event that you are unable to hear the call, we suggest using one of the following methods to access audio:

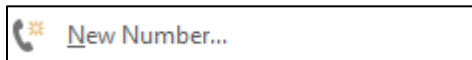
“Call me at”

This feature allows users to join the audio portion of a call through a cell phone or landline.

When prompted to select how you would like to participate in the audio portion of the call, select the “Call me at” radio button.



From the drop-down menu, select “new number” and enter in the phone number you would like to use and select “OK”.



Then, Skype for Business will call you at the number you have provided.

Call in to Meeting

You may call into the meeting by dialing the following meeting number and conference ID. If you are attending an Ad Hoc meeting, the meeting number and Conference ID are available in the meeting invitation.

- Meeting number: +1 (785) 864-4545
- Conference ID: 7358027

Alternative Presentation Method

If you are unable to view the presentation at any point during the call, you may download the PDF version of the PowerPoint slides from the secure side of the DLM website on the Calls & Meetings page.

Troubleshooting

These articles are a good first step to troubleshoot Skype for Business issues.

- Installing the Skype for Business web application
<https://support.office.com/en-ie/article/Trouble-installing-the-Skype-for-Business-Web-App-plug-in-958fc5f1-2d6f-42e3-815d-a9516c591274#>

- Skype for Business audio and video
<https://support.office.com/en-us/article/troubleshoot-audio-and-video-in-skype-for-business-62777bc6-c52b-47ae-84ba-a8905c3b71dc>
- General
<https://support.skype.com/en/skype/windows-desktop/>