1. On an android device, open the **Play Store**

2. Tap on the search bar at the top.
3. Type in “Skype for Business” then tap the magnifying glass in the bottom right of the screen.

4. Tap the “Skype for Business for Android” search result then tap Install.
5. **Accept** the Access Rights

6. After the install completes, tap **Open** to open the app. Alternatively, tap the **Skype for Business** icon on the home screen.
7. Tap the arrow to proceed.

8. To exit the app, tap the home button once.

9. Click on the Mail icon to open Email.
How to Join a Skype Meeting as a Guest on Android Devices

10. Open the email from the person that is scheduling the Skype meeting.
11. In the email tap **Join Skype Meeting**

![Join Skype Meeting]

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

12. Tap **Join Meeting**

![Join Meeting]

Welcome to Skype for Business, the app formerly known as Lync.

- Sign In
- Join Meeting

13. Enter your name then tap the arrow.

![Name Entry]

Test

Go back
14. Click the **Video** button for a video meeting. Click the **Mute** button to mute and unmute the line.

**Note:** Once you are connected, the line is muted. When you need to speak, verify the mute button is not highlighted blue.