Joining a Starleaf virtual meeting from Skype for Business

1. Start up and log in to Skype for Business (refer to separate document if necessary)

2. Click on the web link sent by the Starleaf system. This will open up a page with the options of how to join the meeting

3. Click on the “Skype for Business” option
4. If a confirmation window opens up, click on “Open Skype for Business”

... and “open link”
5. If a chat window opens, click on the video camera icon to start a video call … and click on “Start my video” to connect your webcam to the meeting
6. If you are the first to join the call, there will be a message to wait until other participants have joined
Joining a Starleaf call from Skype for Business (alternative method)

Open up Skype for Business and log in

In the “Find someone” box, enter the full Starleaf call number:
RIGHT-CLICK on the area underneath “My contacts” where the number appears, then select “Call”, then “Skype for Business Call”

You will then join the Starleaf call. NOTE: if the video camera icon at the bottom is showed as greyed, click on it and select “Start my video”