



SKYPE FOR BUSINESS USER INSTRUCTIONS

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Version 1.1

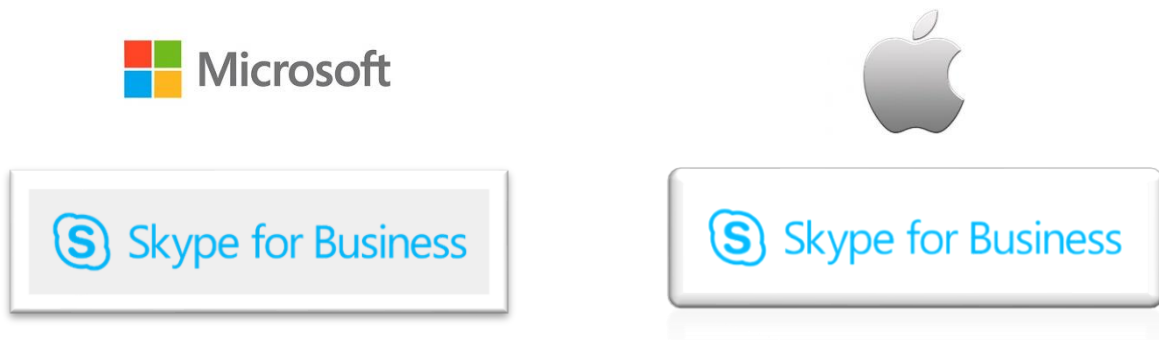
INSTALLING SKYPE FOR BUSINESS

STEP ONE - Download the Skype For Business App

You'll need to download the App onto whichever device you intend to use to access the RCH.

The device will need to have a webcam and microphone (although most webcams come with an integral microphone). The device should also, ideally, have access to your work email account.

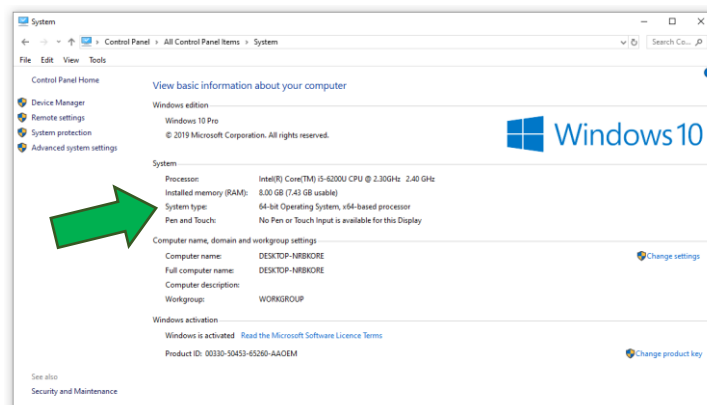
Click on the relevant button below to start the download process:



Windows Users

If you need to know whether you are running the 32-bit or 64-bit version of MS Windows then go to your '**Control Panel**' and click on '**System**'.

In Windows 10 you'll see an information box like the one below:



iPad Users

Please visit the App Store and download the **Skype for Business App**.

STEP TWO – That's it!

Do not try to create a Skype account. You don't need one.

You will be joining any Skype Meeting (RCH) **as a guest**.

JOINING THE HEARING

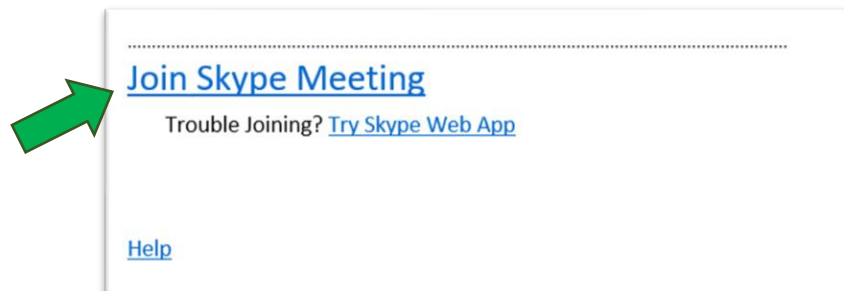
STEP ONE - Accept the Invitation

If you are participating in a RCH you should receive an invitation via email. In the top right hand corner of the message you will see a number of options. Click on the box and a small drop-down menu will appear. Now click on the **Send the Response Now** option.



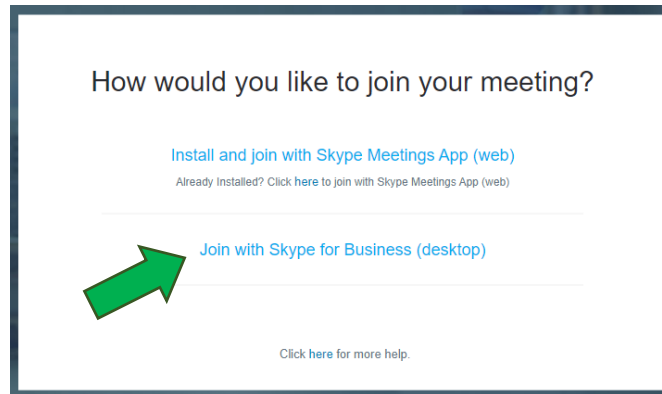
STEP TWO - Get ready for the Hearing

- (1) Make sure that your device has **enough charge or has access to power** during the hearing.
- (2) **Temporarily disable** any Alexa or Google Assistant device in the same room.
- (3) Ten minutes or so before the hearing, **go into your calendar**. You should see that the meeting appears as one of your diary commitments. **Click on the calendar entry** and then onto the large blue hyperlink highlighted below.



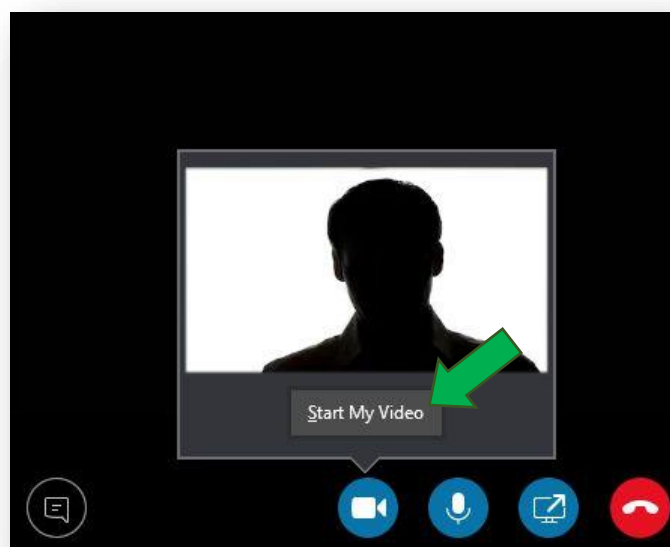
If you can't find the diary entry check your **deleted emails** – you'll find the invitation in there.

- (4) You may be asked to indicate how you would like to join the meeting with a window such as this:



If you've installed the App click on '**Join with Skype for Business**' – highlighted with the green arrow. Otherwise use the web-based App.

- (5) When the App starts **do not attempt to sign in** – this is for Skype for Business account holders only. Just enter your name and click on the blue '**Join Meeting as Guest**' hyperlink (MS Windows) or '**Join as Guest**' (Mac).
- (6) You will then be admitted to a virtual lobby. You will be transferred into the virtual courtroom by the court staff once the hearing is about to begin. Please remember to mute your microphone if you do not want others to hear you speaking when in the virtual lobby. You may also need to enable the camera on your device – you do this by clicking on the video button and then the **Start My Video** button.



- (7) Make sure at the end of the hearing that you leave the meeting by clicking on the red phone button.
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HINTS AND TIPS

- A plain background to your video will ensure that people are focusing on your submissions and not on your background.
- Because you are joining the hearing from the comfort of your home it's easy to forget that you are participating in a formal court hearing; remember to close running apps with notification sounds and to silence your telephone.
- Remember also that unless you mute your microphone, others can overhear your *sotto voce* comments.
- And remind other people (and pets) in the house that you'll need maximum privacy for the duration of the hearing!