

# Join a Remote Court Hearing or Settlement Conference from an Apple Smart Phone or Tablet via Skype for Business meeting

*Skype for Business Web App*

Skype for Business is an application that allows individuals to conference via video and audio technology. If you do not have a Skype for Business account, you can access your hearing or settlement conference as a guest when using the Skype for Business web application. Here are the steps for accessing a Skype for Business meeting using the web application:

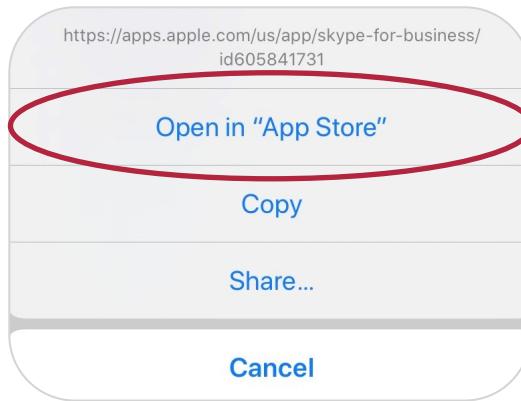


1. Download **Skype for Business** on your Apple Smart Phone or Tablet. You can either tap the link below or go into the app store and search for "Skype for Business."



Tap [Skype for Business for Apple Devices - App Store for Apple](#)

**NOTE:** Tap and hold down on the link above for approximately 3 seconds until you get a pop-up notice. Once the notice pops-up, select **Open in "App Store"**



2. Once downloaded, open the meeting request in your email or calendar, and select **Try Skype Web App**.

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

3. Selecting **Try Skype Web App** will open the meeting in the app and prompt you with a series of questions.

- "Business" Would Like to Send you Notifications - Select **Don't Allow**
- "Business" Would Like to Access Your Contacts - Select **Don't Allow**
- "Business" Would Like to Access Your Microphone - Select **OK**

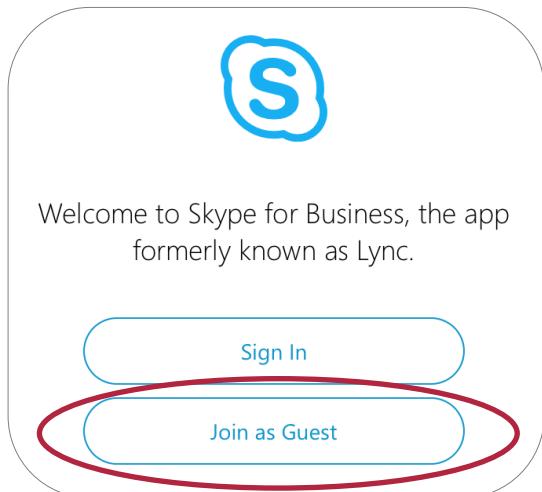
**PLEASE NOTE: IT IS IMPORTANT TO ALLOW ACCESS TO YOUR MICROPHONE SO THAT YOU ARE HEARD DURING THE HEARING OR SETTLEMENT CONFERENCE.**

**"Business" Would Like to Access the Microphone**  
To be heard during calls, we'll need access to your microphone.

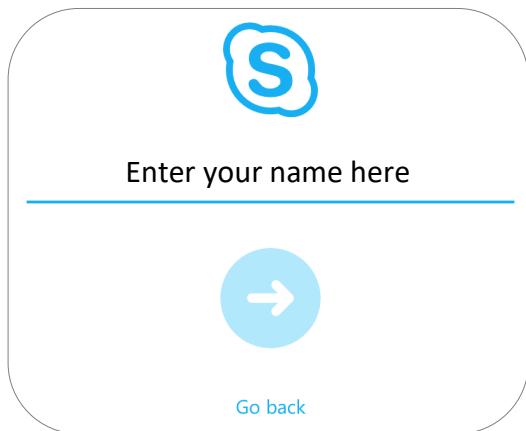
**Don't Allow**

**OK**

4. Select **Join as Guest**



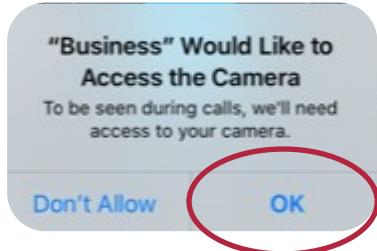
5. Enter your full name, then tap the arrow.



6. Tap the video icon



and select **OK**



to allow camera access.

## IMPORTANT INFORMATION:

Make sure your microphone is unmuted so you are heard. The **CORRECT** icon has an active microphone symbol.



If your microphone symbol is inactive and muted, then it is **INCORRECT**.

