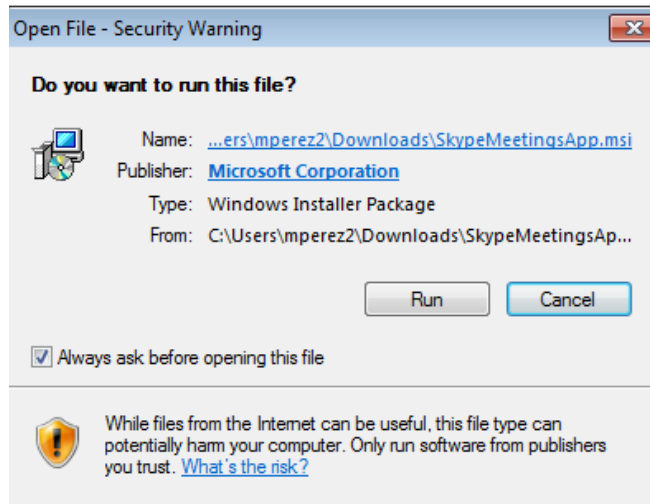# How to join the online meeting via Skype for Business:

1. Click the Skype meeting link provided on the EPE website.
2. Click Install and join with Skype Meetings App
3. When prompted, click Run

4. Click Join the Meeting
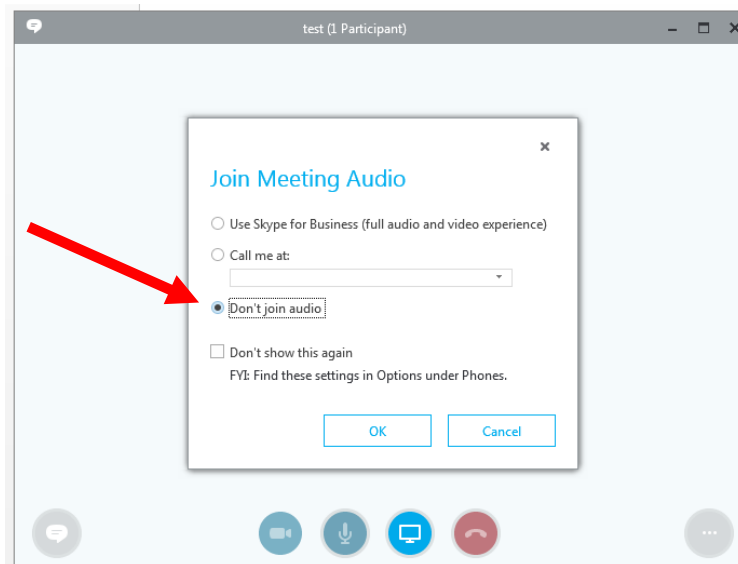5. Enter your Name and Company Name in the blue box and press Join

6. Choose meeting audio: select **Phone: I will dial in**, Skype for Business. Click Connect.

WARNING: Please mute the speakers on your computer and rely on the phone for all audio communications. Otherwise your computer speaker sound will cause noise interference if being picked up by your phone.

7. Login to the phone conference via phone by dialing in the phone number and participant code posted on EPE website.
8. Make sure your audio is muted on Skype or on the phone.
9. Click on Accept Meeting Content
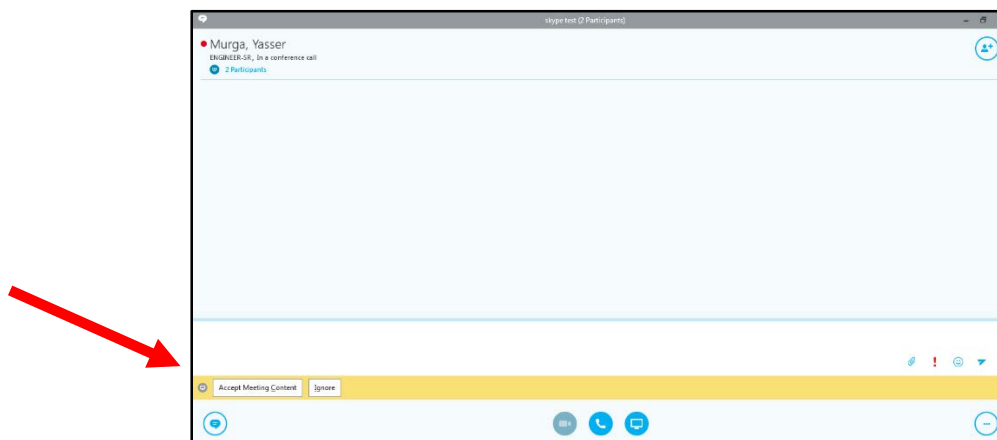
10. You are now logged into the online meeting. You will be able to see the presentation on your screen.

11. The presentation will conclude with a Question and Answer Forum.
12. To Submit a Question during Q&A:
    a. **PHONE**: In order to unmute and ask a question during the Q&A you must press ***6**
    b. **SKYPE**: Send an instant message with the conversation bubble icon on the bottom left