

Skype for Business Preparation

Settlement Music School uses Skype for Business for our distance learning sessions. Please note that Skype for Business and Skype are separate and distinct applications. You will not be able to join an online lessons with your teacher using your personal Skype account as the two applications do not communicate with each other.

If you have never used Skype for Business before, you will need to install the application on your device. Skype for Business is available for free download on the following platforms.

Apple iPhone and iPad: Apple App Store

Google Android Device: Google Play

Microsoft Windows: Microsoft Store

Apple Mac laptops and desktops: Microsoft Download Center (search for Mac operating system)

Again, please be sure to download *Skype for Business*, not *Skype*.

Since you will join your teacher as an "attendee," you will not need to create a Microsoft account.

What You Need to Use Skype for Business

You can use Skype for Business on your smartphone or computer. Skype for Business can be used on most modern (2015 and newer) smartphones with 4G or WiFi access.

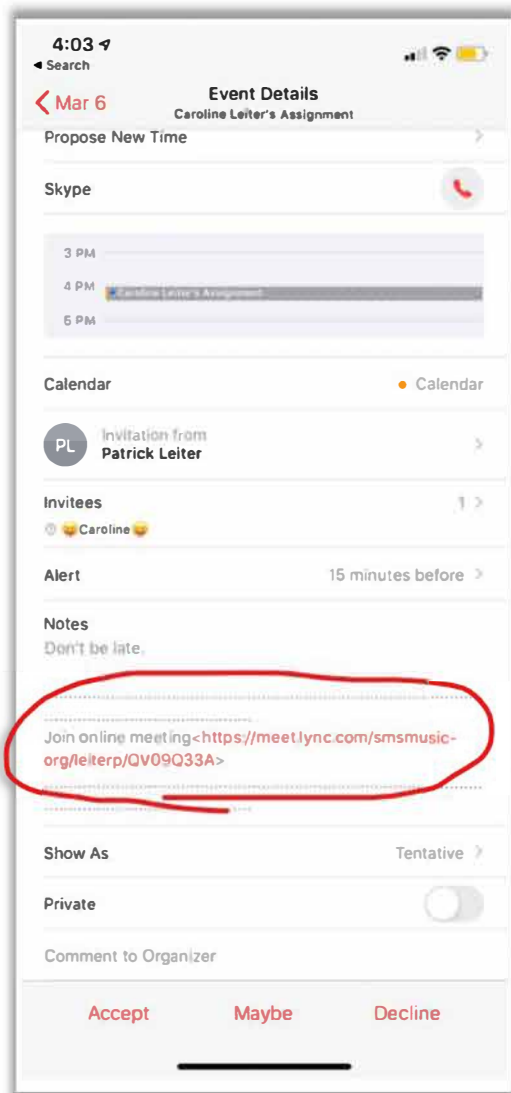
Most computers produced since 2015 will have no problems running Skype for Business. A high-speed (cable modem or fiber-optic / FIOS connection or 4G wireless) is required as well.

Attending an Online Session

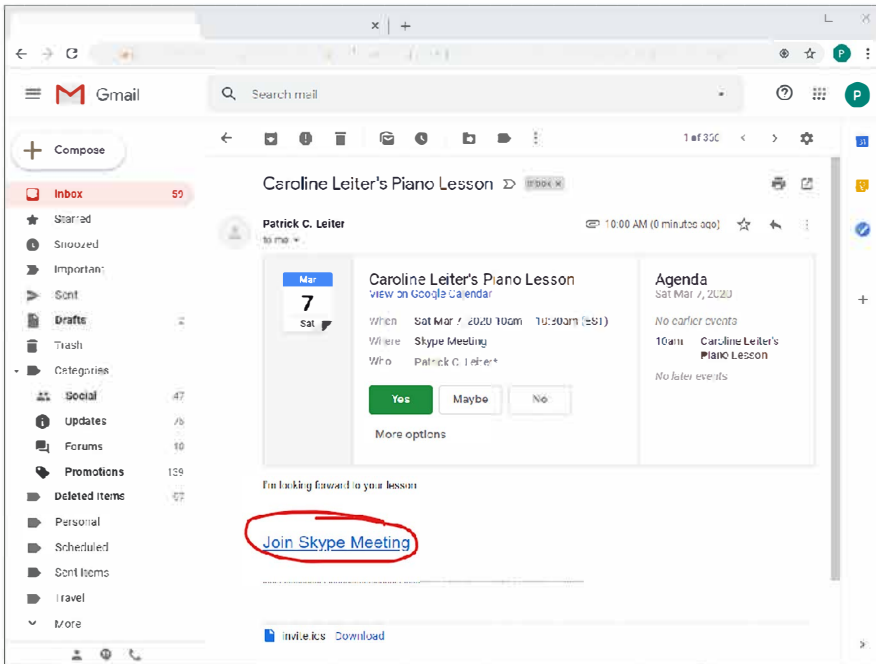
Make sure that the Skype for Business app is installed on your device before attempting to join a lesson.

Prior to your meeting, an appointment/meeting request will be sent from your teacher to the parent/guardian email Settlement has on file. Please be sure to accept this request and allow your mail system to make it an entry on your calendar.

On the day and time of your meeting, open the meeting in your calendar. Click the Join Online Meeting link.

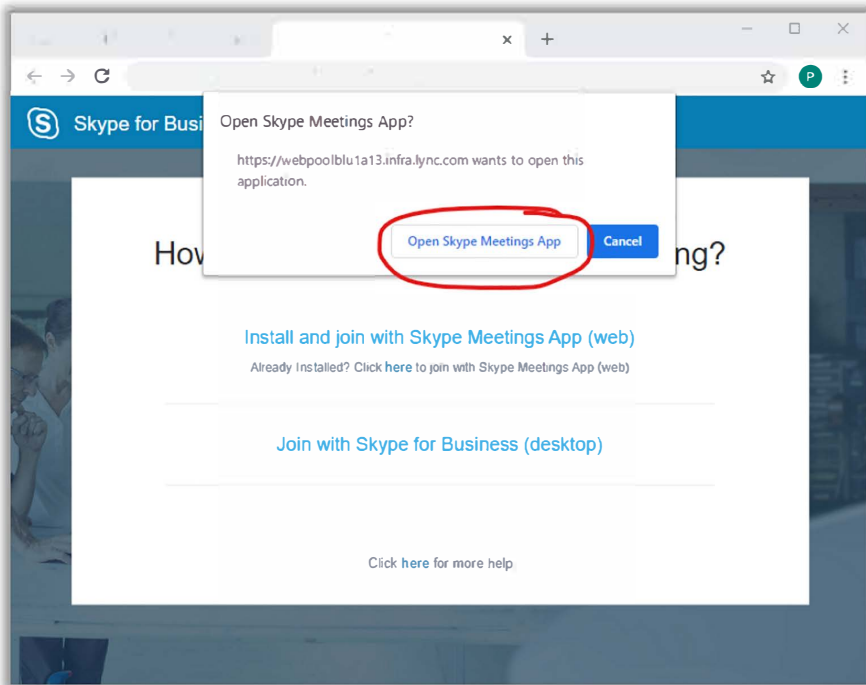


Join Online Meeting link as seen on an iPhone

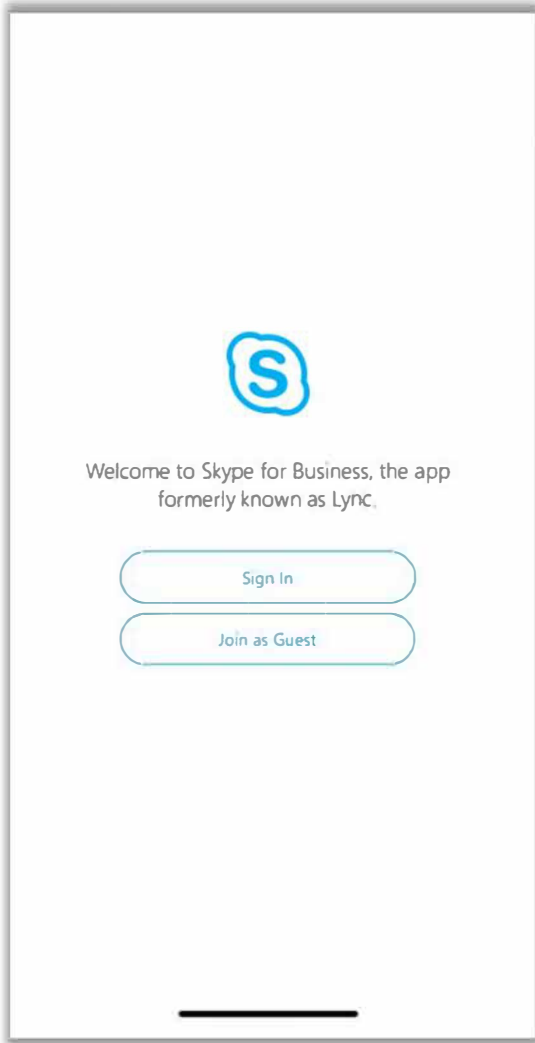


Join Meeting link as seen in Gmail.

If you are prompted, click on the button to Open Skype Meetings App.

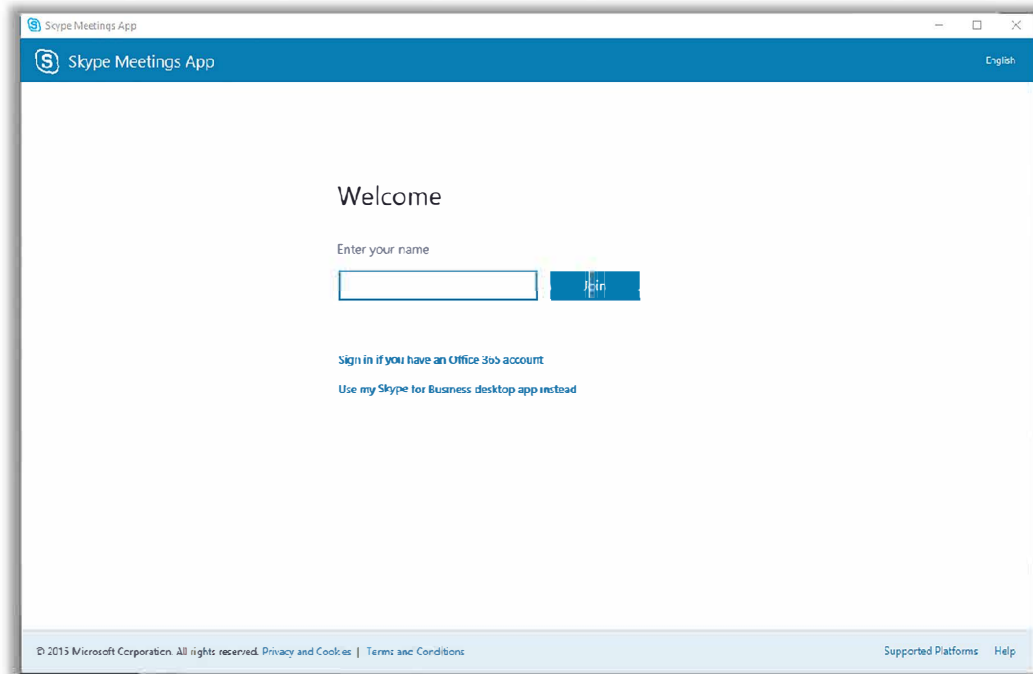


The Skype for Business app will open on your device.



Skype for Business App as seen on the iPhone.

Click the button to Join as Guest



Skype for Business application as seen on Windows

You will now see your instructor in the meeting.