

# 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

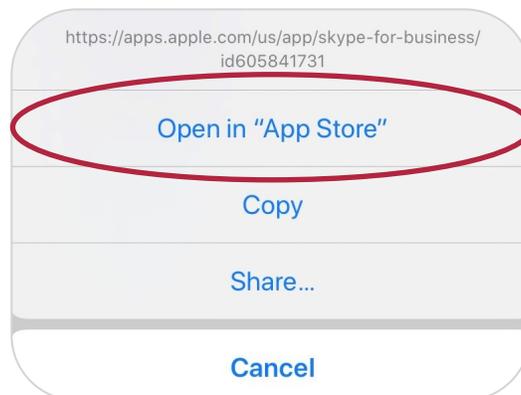
Skype for Business is an application that allows individuals to conference via video and audio technology. If you do not have a Skype for Business account, you can access your hearing or settlement conference as a guest when using the Skype for Business web application. Here are the steps for accessing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

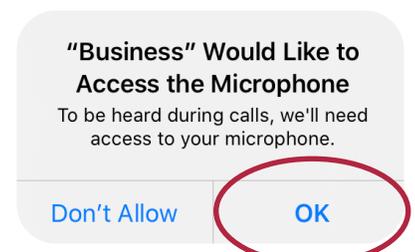
## [Join Skype Meeting](#)

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

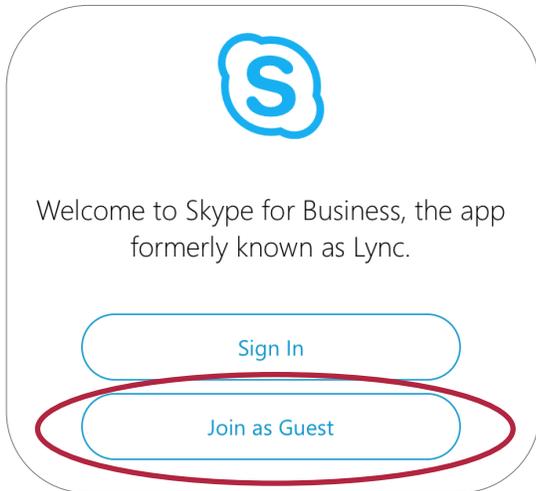
3. Selecting **Try Skype Web App** will open the meeting in the app and prompt you with a series of questions.

- "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**

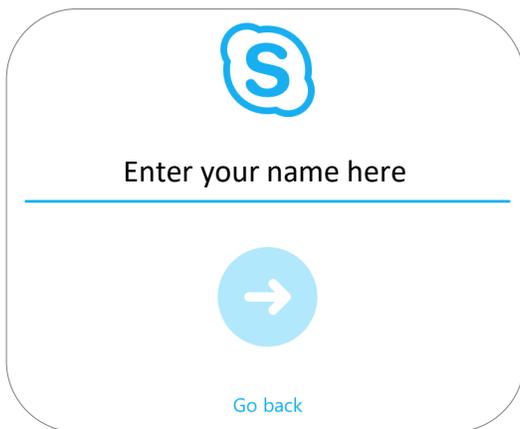
**PLEASE NOTE: IT IS IMPORTANT TO ALLOW ACCESS TO YOUR MICROPHONE SO THAT YOU ARE HEARD DURING THE HEARING OR SETTLEMENT CONFERENCE.**



4. Select **Join as Guest**



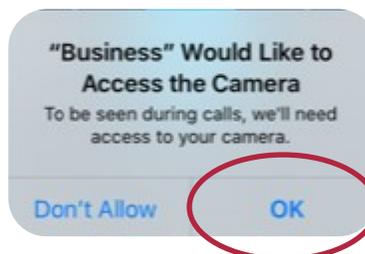
5. Enter your full name, then tap the arrow.



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**.

