

## **Accessing Skype for Business Meetings Remotely Using Mobile Devices**

For both sets of instructions below, please ensure that you check with your supervisor and IT Service Desk to ensure that you and your device are authorized to join meetings remotely. This should not be done without prior approval and authorization from your agency.

### **Accessing Meetings Remotely Using the Skype for Business Mobile App**

To use an iOS or Android device to remotely access meetings via audio, video, or both, requires that you have a Skype for Business account and the client is installed on your device. Follow the simple steps outlined below to install the Skype for Business Mobile App:

1. Check with your agency IT Service Desk to ensure that accessing meetings via your device is approved prior to attempting to install and access this feature. Your IT Service Desk may decide to set this up for you.
2. Once approved and allowed to do so, access either the iTunes or Google Play store to download the Skype for Business mobile client.
3. After downloading, install the app on your device.
4. Once installed you will see an icon for this app on your device.
5. Launch the app.
6. You will need your Skype for Business user name and password to access this app.
7. Once logged in you should see a calendar with your meetings displayed.
8. You can click on the meeting to join, or you may also access the meeting invitation using the Outlook mobile client and click to join.

### **Accessing Skype for Business Meetings Using the Polycom RealPresence Mobile App**

Users can install and use the free Polycom RealPresence Mobile app on their Android and Apple iOS devices to join meetings using the State of Ohio hosted video bridge. Follow the simple steps outlined below to install the Polycom RealPresence Mobile App:

1. Check with your agency IT Service Desk to ensure that accessing meetings via your device is approved prior to attempting to install and access this feature. Your IT Service Desk may decide to set this up for you.
2. Once approved and allowed to do so, access either the iTunes or Google Play store to download the free Polycom RealPresence Mobile app.
3. After downloading, install the app on your device.
4. Once installed you will see an icon for this app on your device.
5. Launch the app.
6. Ensure that you select and toggle to SIP to complete the call.
7. Dial [16147636201@ngtsohio.com](tel:16147636201@ngtsohio.com).
8. You will see a "Welcome" screen. When prompted, input the conference ID (provided in the meeting invite) followed by the # symbol.
9. If prompted, enter either the chairperson PIN or the guest PIN (provided in the meeting invite), followed by the # symbol
10. You will then be able to join the meeting.