Skype for Business Meeting Options
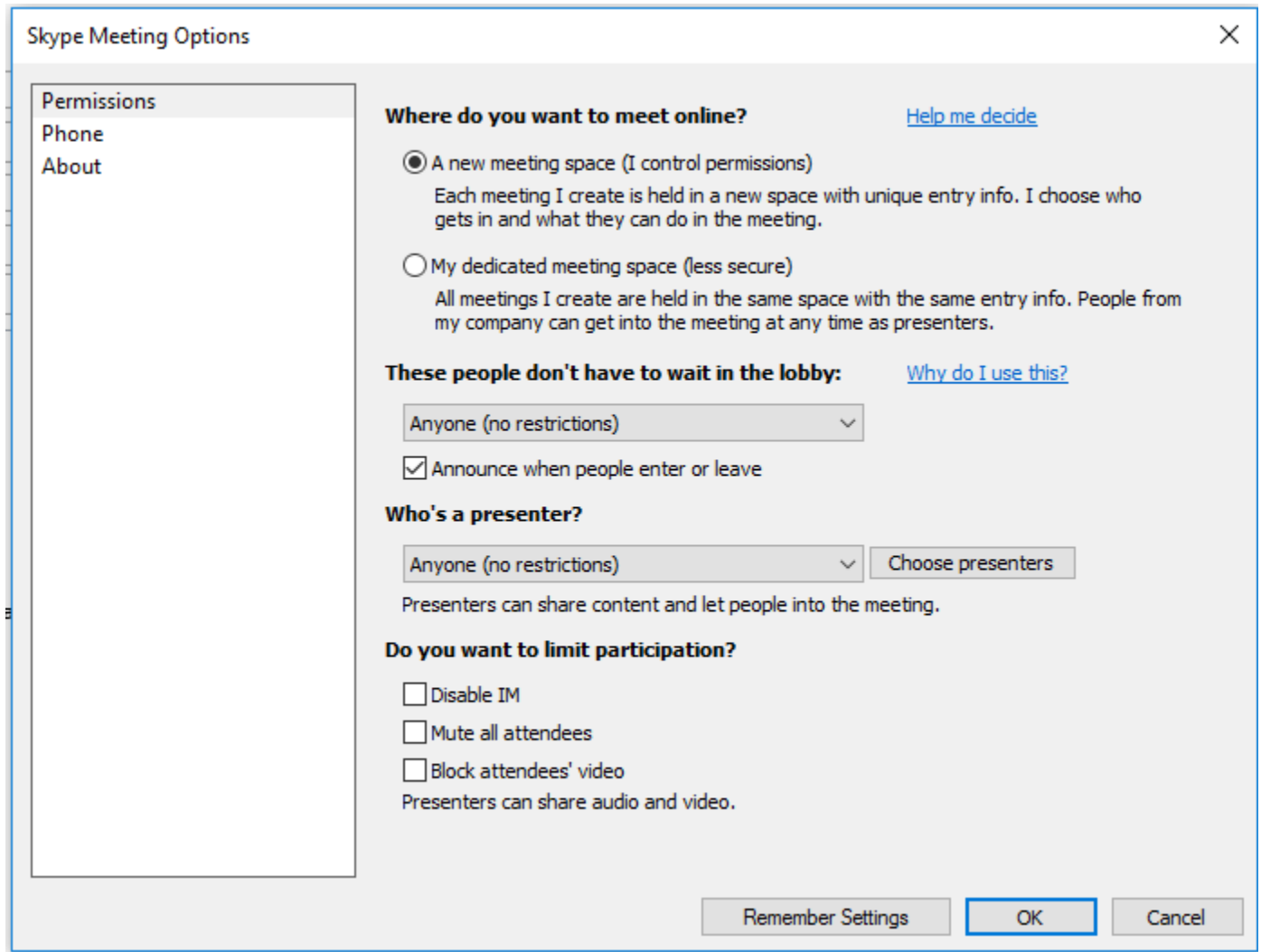
Once you set up a Skype Meeting, you can go in to the "Meeting Options" button and set it so anyone can join with no restrictions and will not have to wait in the Lobby. It is important to understand that if you are scheduling a meeting in a room with a Polycom Skype for Business integrated video conferencing system that you set the Meeting Options as per the below guidance so you do not have attendees unable to join the meeting because they are stuck in the virtual Lobby awaiting admittance. Once you set this, if you desire you can hit the "Remember Settings" button at the bottom and it will stay this way by default for your meetings. Here is what the screen should look like: