

South Eastern Circuit
CLIENT PARTICIPATION IN SKYPE FOR BUSINESS HEARINGS
USING AN ANDROID / IPHONE MOBILE PHONE

A. General:

1. Your Client can join into a *Skype for Business* Remote Court Hearing. They may have to do so if their participation is required, e.g. for a PTPH. They are certainly entitled to join any hearing in which they are concerned as an interested party (the Defendant); but remote video hearings should be publicly accessible in any event. If they have a laptop with webcam and mic, they can do this using *Skype for Business Web (App)*, in which case the procedure is the same as for an Advocate joining such a meeting. However, it may be more realistic for the Client to join the meeting using their *mobile phone*.
2. To join the meeting the Client will need to have: (1) a smart phone (running Android 4.0+ or iPhone), (2) access for their smartphone to a decent speed Wi-Fi connection (home broadband should be sufficient); (3) an email address to receive the meeting notification.
3. The process will differ slightly according to whether the Client is using an Android phone or iPhone. The process for each type of phone is described in detail below. Each process is accompanied by detailed annotated screenshots in each of the 2x Annexes.
4. The process is also described here: <https://support.office.com/en-gb/article/join-a-skype-for-business-meeting-from-your-mobile-device-without-a-skype-for-business-account-90e59db5-2801-4284-80a7-0e87ec479273>.
5. NB This should be completed well before the meeting is scheduled because depending on Wi-Fi speed it can take a little time to download, install and activate the software. The installation file is reportedly 64 MB.

B. Android Phones:

6. Android: the basic steps require the Client to install *Skype for Business* phone app on their smartphone from the Google Play store, the Advocate or Solicitor sending the Client the

Skype for Business meeting link via email, and the Client then using the link in this email on their smartphone to get the *Skype for Business* app on their phone to connect to the meeting.

a. Install the *Skype for Business* Phone App [Screenshots Annex 1, A1 etc.]:

7. Basic Steps:

- (a) **Step 1:** navigate to the *Google Play Store* and enter “*Skype for Business*” in the *Search for apps & games* box at the top of the screen [A1].
- (b) **Step 2:** you should land on a screen which has *Skype for Business for Android / Microsoft Organisation* as the installation option. Press ***Install*** [A2].
- (c) **Step 3:** you should land on a screen which has *Skype for Business for Android / Microsoft Organisation* at the top of the screen with *Installed* written underneath. Now press ***Open*** [A3].
- (d) **Step 4:** the *Skype for Business for Android App* should then open. You will see a screen informing you that you are going to be asked for various permissions [A4]. Press →.
- (e) **Step 5.1-5:** you will then be presented with a series of screens whereby Android asks you for permissions to allow *Skype for Business* to: (1) access photos, media and files, (2) make and manage phone calls, (3) record audio, (4) take pictures and record video, and (5) access your contacts [A5.1-5.5]. Press *ALLOW* on each of these screens.
- (f) **Step 6:** you will then be presented with a screen outlining Microsoft Terms of use [A6]. Press *ACCEPT*.
- (g) **Step 7:** you will then be presented with a screen welcoming you to *Skype for Business* [A7]. It will warn you that you will need to have a *Skype for Business* account already installed to use this app - ***ignore*** this - it is **not** actually correct. For information, the Phone App **can** be used by those who have paid for a *Skype for Business* licence in order to mirror functionality on their laptop / computer and will have a login. However, you do **not** need to have a *Skype for Business* licence in order to use the *Skype for Business* phone App. Press →.
- (h) **Step 8:** you will then be presented with a screen in which you are involved to enter your Organization sign-in address [A8]. If you do not have a *Skype for Business* account **DO NOT** attempt to sign-in. Instead press your phone hotkey for return to your phone home screen.
- (j) **Step 9:** you should find that you now have a *Skype for Business* icon on one of your phone screens [A9].

b. Joining a Meeting [Screenshots Annex 1, B1 etc.]:

8. The details steps are as follows:-

- (a) **Step 1:** the Advocate or Solicitor will send an email to the Client in advance of the meeting. The Advocate or Solicitor will need to copy and paste into the body of the email the [Join Online Meeting](#) link from the Outlook Scheduled Meeting Invitation received from the Judge / Court. NB the Advocate or Solicitor should not attempt to forward from Outlook the *Skype for Business* Scheduled Meeting invitation directly to the Client - this may well not work because there are permission issues which prevent someone who is not the meeting organiser from doing this.
- (b) **Step 2:** the Client then needs to access this email on their smartphone.
- (c) **Step 3:** the Client should then click on the [Join Online Meeting](#) link in the email.
- (d) **Step 4:** for a couple of seconds the Client will see their smartphone's default browser open using this link but with a blank screen.
- (e) **Step 5:** the Client should then see the *Skype for Business* App initialise on their phone, and open into the welcome screen [B1]. Do not press *Sign in*. Instead press *Join as Guest*.
- (f) **Step 6:** the Client should then see a screen in which the *Skype for Business* App asks them to *Enter your Name*; simultaneously the keyboard should automatically initiate on the screen [B2]. NB this is not a username or login, simply a text input to label their video feed for when they join the video meeting. If they have previously entered a name in this type of screen they may also be presented with name options in a drop-down format. Enter their own name, and press →.
- (g) **Step 7:** the Client should then see the Skype symbol and a banner indicating that the phone is *connecting* to the meeting [B3].
- (h) **Step 8:** the Client should then see the black Skype video meeting screen indicating that they are now connected to the meeting [B4]. However, at this stage they will see that the video camera button is white indicating their phone camera is not yet providing a video feed to the meeting, and that the blue microphone symbol has a diagonal line through it indicating that the microphone is muted.
- (i) **Step 9:** the Client then needs to do two things: (1) press the white video camera button to enable their video feed - the video camera button should then turn blue and the own video feed should then appear on screen [B5], and (2) press the blue microphone symbol to unmute their microphone - the microphone symbol should become a plain microphone symbol [B6].

- (j) **Step 10:** at the end of the meeting the Client should press the Red phone button in order to hang-up from the meeting.

C. iPhone:

9. General: the basic steps require the Client to install *Skype for Business* phone app on their smartphone from the App Store, the Advocate or Solicitor sending the Client the *Skype for Business* meeting link via email, and the Client then using the link in this email on their iPhone to get the *Skype for Business* app to connect to the meeting.

a. Install the *Skype for Business* iPhone app [Screenshots Annex 2, A1 etc.]:

10. Basic Steps:

- (a) **Step 1:** navigate to the Apple *App Store* and enter “*Skype for Business*” in the *Search for apps & games* box at the top of the screen [A1].
- (b) **Step 2:** you should land on a screen which has *Skype for Business* as the installation option. Press **OPEN** [A2].
- (c) **Step 3:** you should land on a screen which requires you to enter your Apple ID in order to allow the phone to install the app [A3]. If your phone has *Touch ID* running this may require the authorised user to apply their fingerprint.
- (d) **Step 4.1 to 4.3:** the *Skype for Business App* should then open [A4]. You will then be presented with a series of screens whereby the App asks for permissions to allow *Skype for Business* to: (1) send notifications, (2) access your contacts, and (3) access the microphone [A4.1-4.3]. Press *ALLOW* or *OK* on each of these screens.
- (e) **Step 5:** you will then be presented with a screen in which you are involved to enter your Organization sign-in address [A5]. If you do not have a *Skype for Business* account **DO NOT** attempt to sign-in. Instead press your phone hotkey for return to your phone home screen.
- (j) **Step 6:** you should find that you now have a *Skype for Business* icon on one of your phone app screens [A6].

b. Joining a *Skype for Business* Meeting [Screenshots Annex 2, B1 etc.]:

11. The details steps are as follows:-

- (a) **Step 1:** the Advocate or Solicitor will send an email to the Client in advance of the meeting. The Advocate or Solicitor will need to copy and paste into the body of the

email the [Join Online Meeting](#) link from the Outlook Scheduled Meeting Invitation received from the Judge / Court. NB the Advocate or Solicitor should not attempt to forward the *Skype for Business* Scheduled Meeting invitation directly from Outlook to the Client - this may well not work because there are permission issues which prevent someone who is not the meeting organiser from doing this.

- (b) **Step 2:** the Client then needs to access this email on their smartphone.
- (c) **Step 3:** the Client should then click on the [Join Online Meeting](#) link in the email.
- (d) **Step 4:** for a couple of seconds the Client will see their smartphone's default browser open using this link but with a blank screen.
- (e) **Step 5:** the Client should then see the *Skype for Business* App initialise on their phone, and open into the welcome screen [B1]. Do not press *Sign in*. Instead press *Join as Guest*.
- (f) **Step 6:** the Client should then see a screen in which the *Skype for Business* App asks them to *Enter your Name*; simultaneously the keyboard should automatically initiate on the screen [B2]. NB this is not a username or login, simply a text input to label their video feed for when they join the video meeting. If they have previously entered a name in this type of screen they may also be presented with name options in a drop-down format. Enter their own name, and press →.
- (g) **Step 7:** the Client should then see the Skype symbol and a banner indicating that the phone is *connecting* to the meeting.
- (h) **Step 8:** the Client should then see the black Skype video meeting screen indicating that they are now connected to the meeting [B3]. However, at this stage they will see that the video camera button is white indicating their phone camera is not yet providing a video feed to the meeting, and that the blue microphone symbol has a diagonal line through it indicating that the microphone is muted.
- (i) **Step 9:** the Client then needs to do two things. (1) press the white video camera button to enable their video feed. This will bring up an access permission request for *Skype for Business* to have access to the Camera [B4]. Press *OK*. Once this is completed the video camera button should then turn blue and the own video feed should then appear on screen as an inset with the other participant(s) displayed in the main screen display [B5]. And secondly (2) press the blue microphone symbol to unmute their microphone - the microphone symbol should become a plain microphone button in white [see B6].

- (j) **Step 10:** during the meeting the user can tap on the phone screen to display further options / information about the meeting [B6]. Pressing the *** button on screen will bring up extended options - press Cancel to return back to the video meeting.
- (j) **Step 11:** at the end of the meeting the Client should press the Red phone button in order to hang-up from the meeting.

Mark Seymour

08.04.20

South Eastern Circuit

Annex 1

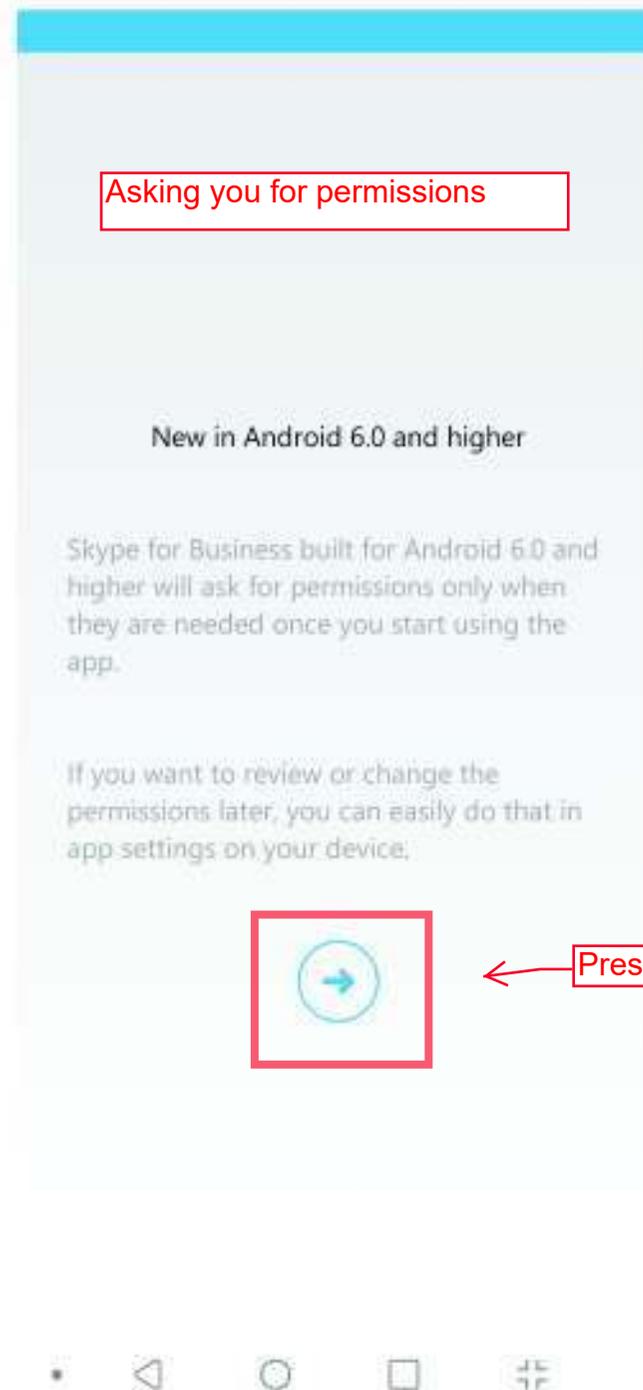
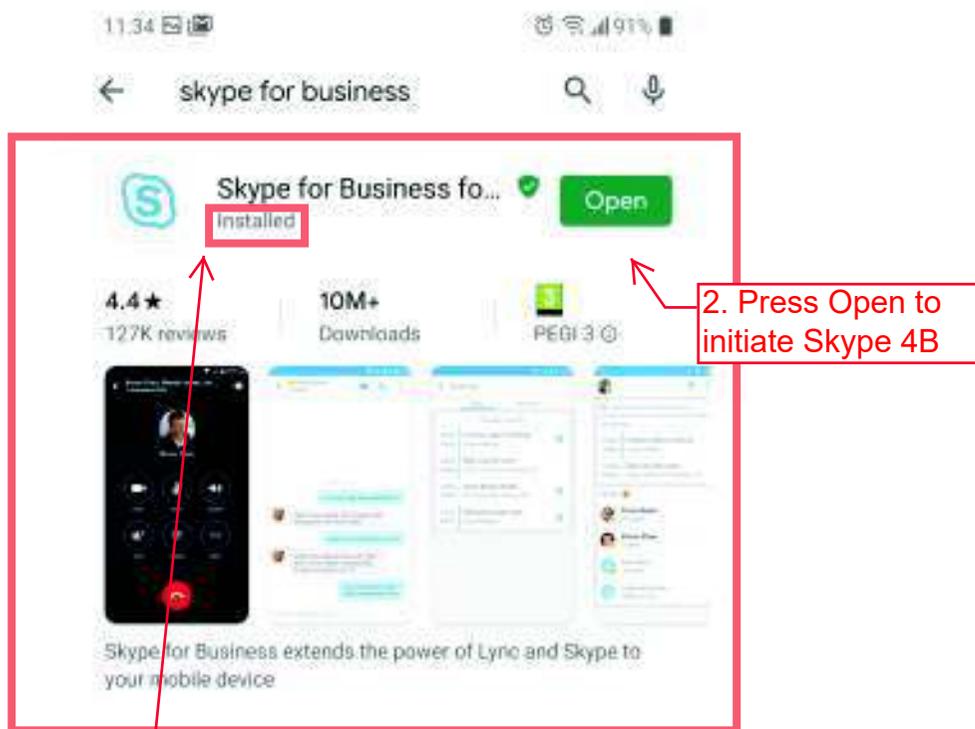
Client Engagement in *Skype for Business* RCHs using Android Mobile App



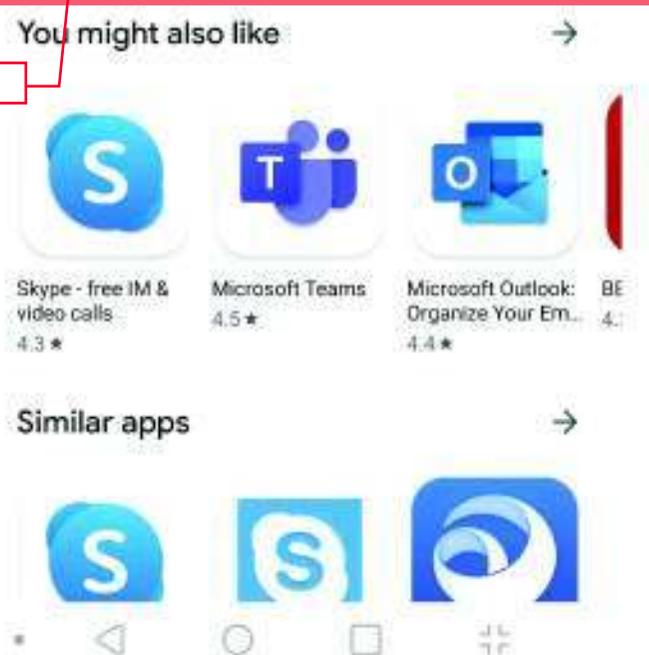
A1. Google Play Store



A2. Search for Skype for Business

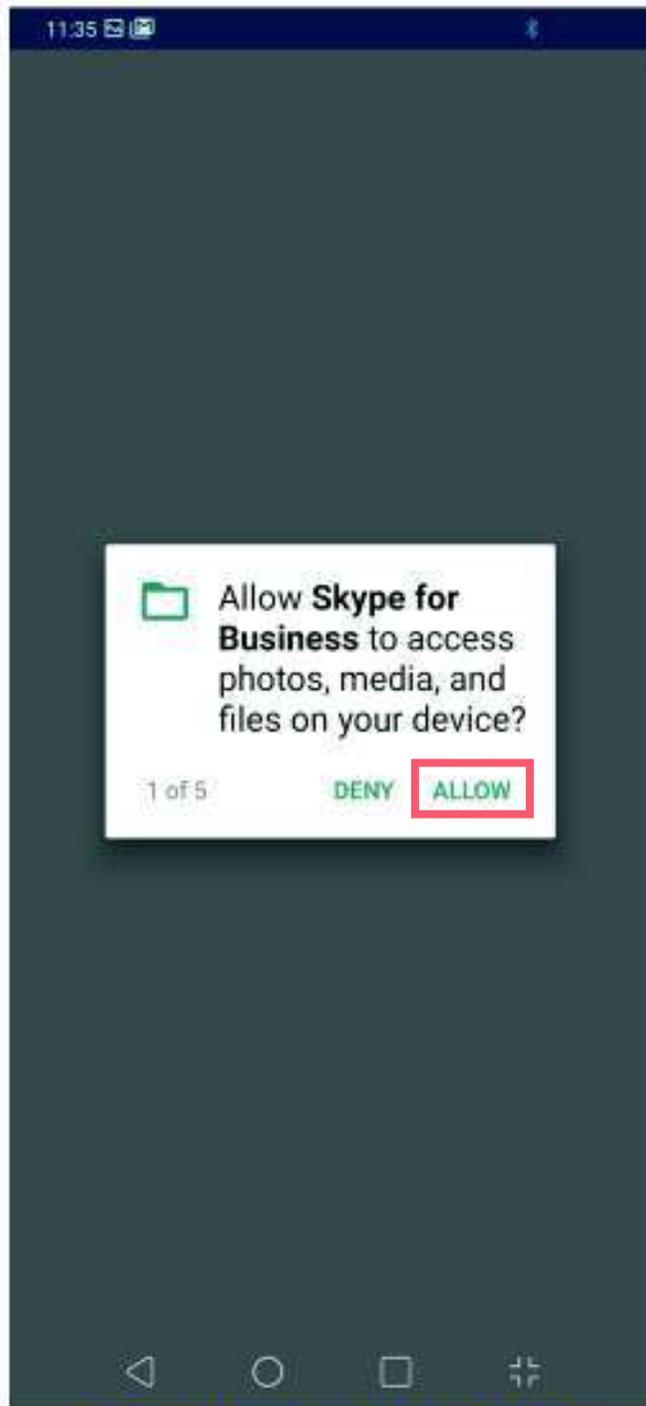


Install complete

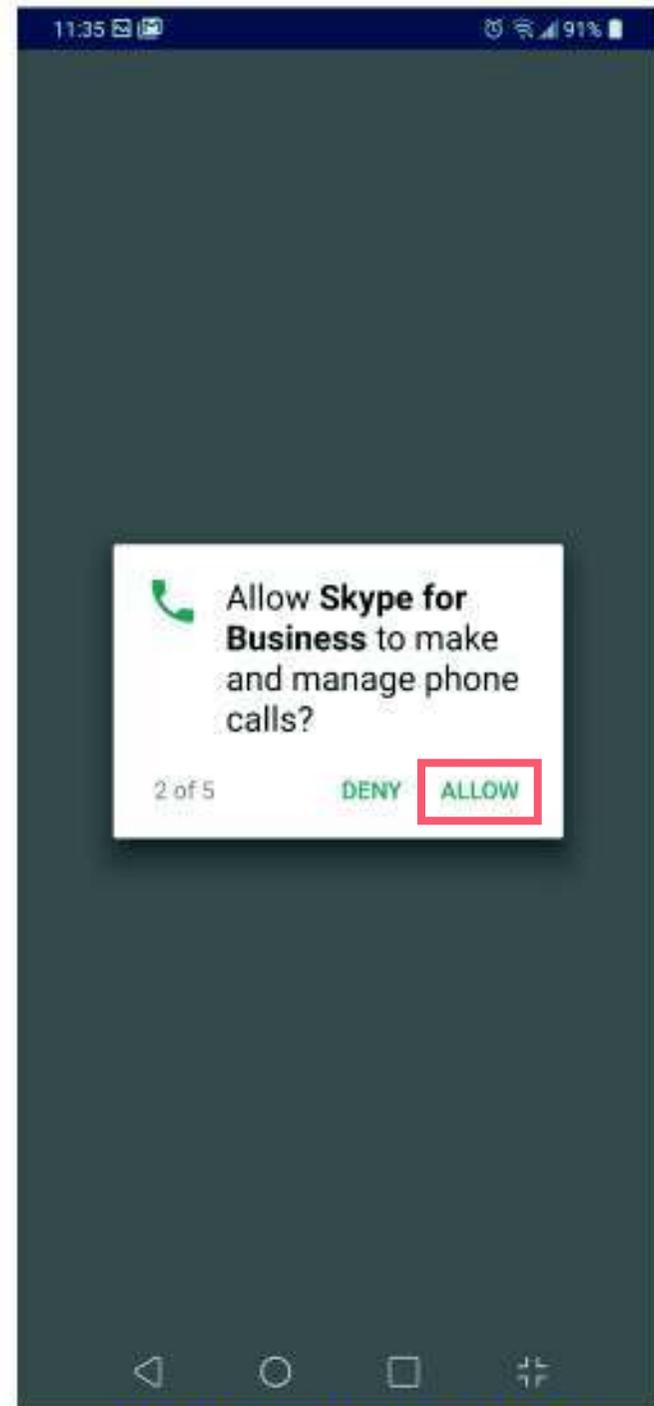


A3. Open after Installation

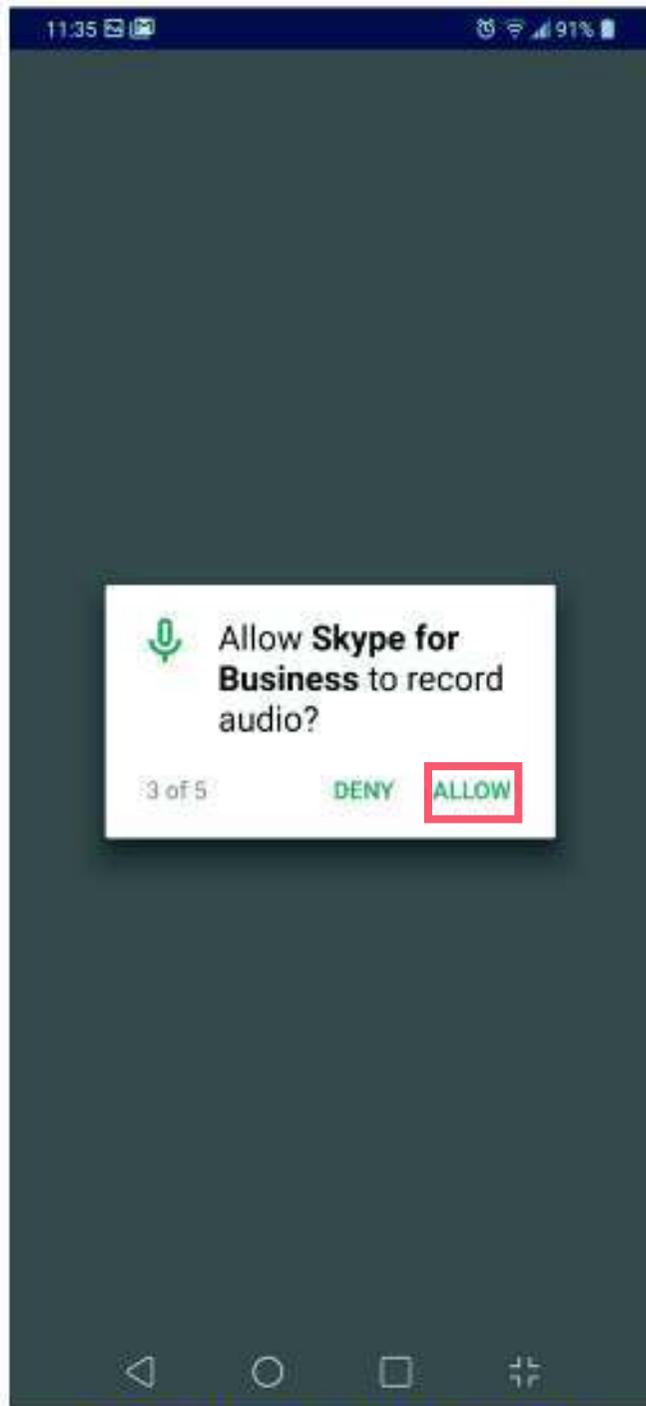
A4. Installed Skype for Bus



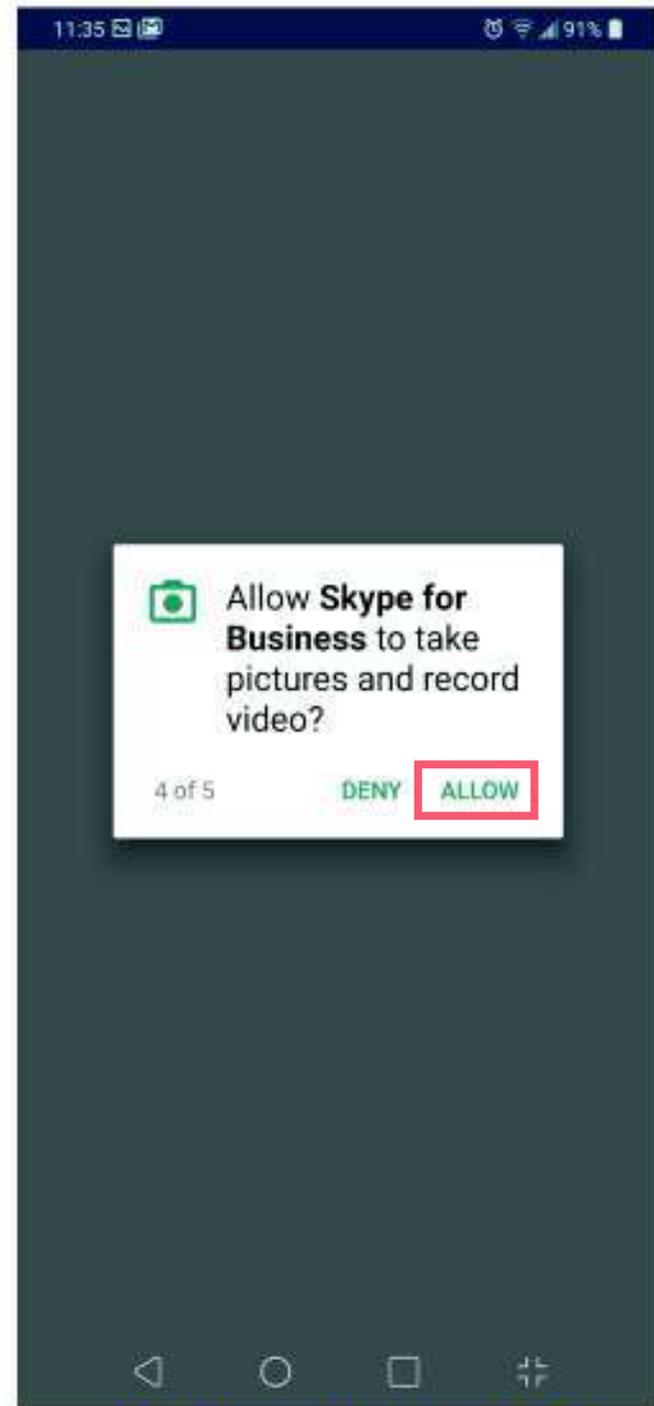
A5.1. Permissions 1 of 5



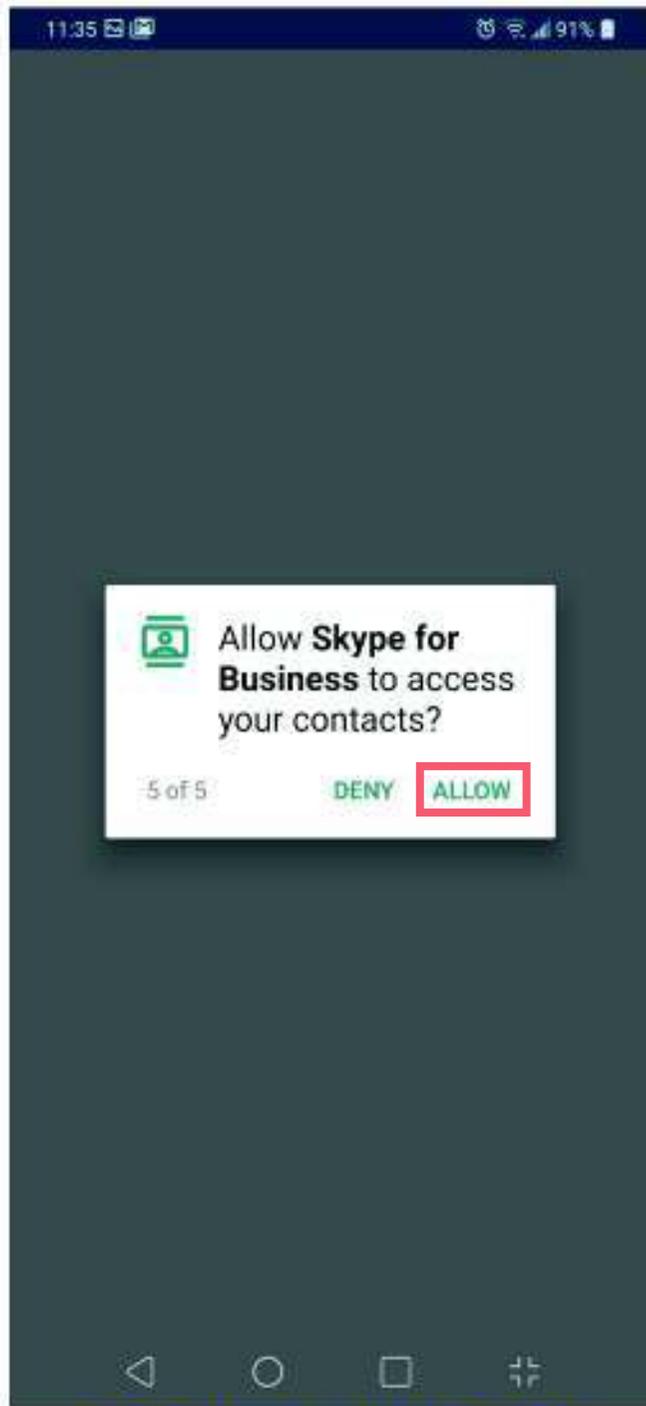
A5.2. Permissions 2 of 5



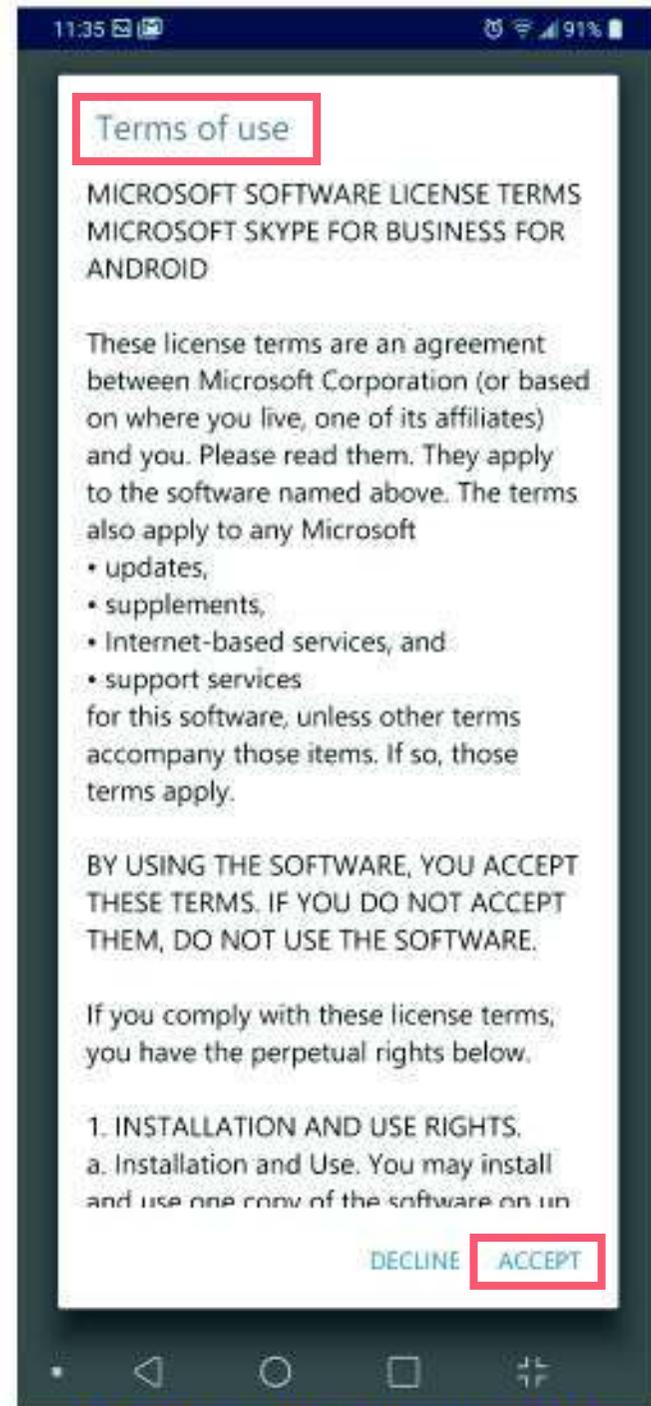
A5.3. Permissions 3 of 5



A5.4. Permissions 4 of 5



A5.5. Permissions 5 of 5



A6. Accepting Terms of Use



Welcome to Skype for Business, the app formerly known as Lync.

You need to have a Skype for Business account already to use this app.

If you have problems signing in, check that your organization supports this app.

Not correct



Press to proceed



A7. Skype for Business Launch Screen



Organization sign-in address

Advanced options

Do not complete

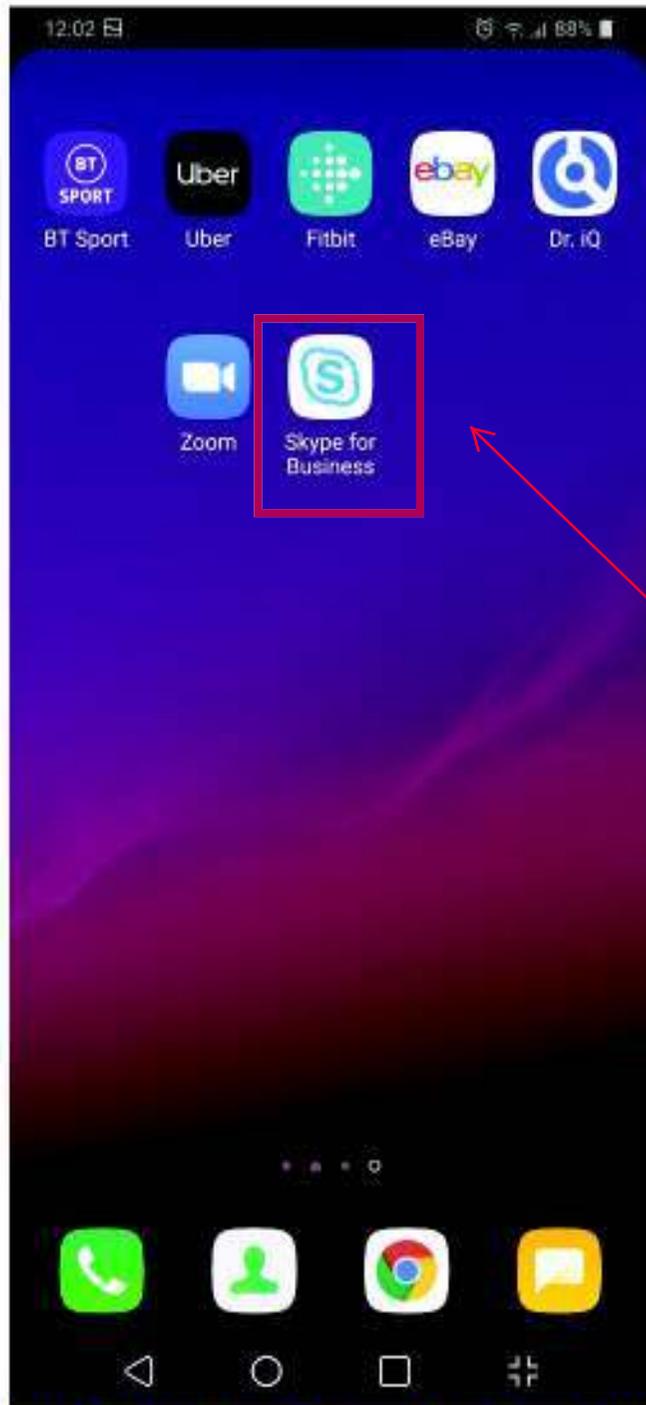


Sign-in Help

Return to Phone Home Screen

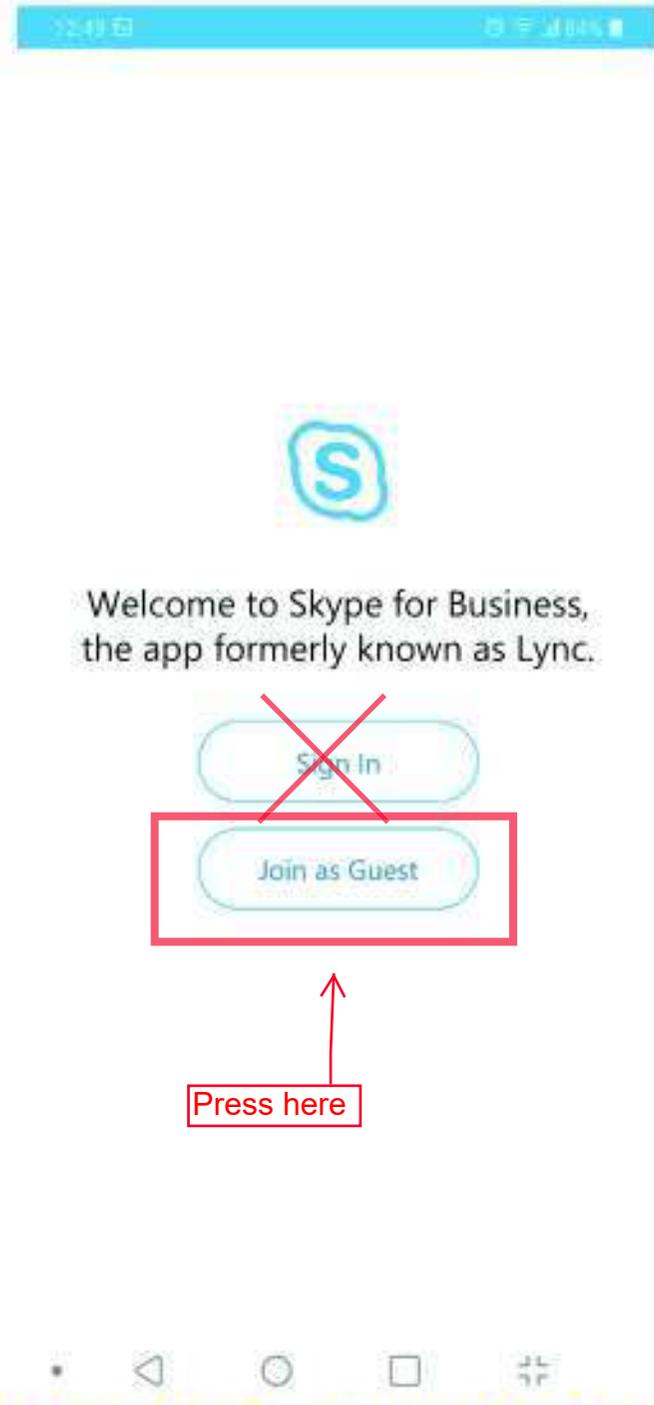


A8. Skype for Bus Successful Install



Check that Skype for Business icon now appears on one of your app screens

A9. Check for Skype for Bus Icon



Press here

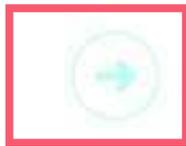
B1. Skype for Bus Initiated for Meeting



Enter own name

Enter your name:

Manage data use



Then press to proceed



B2. Meeting - Enter your Video Name



Connecting...

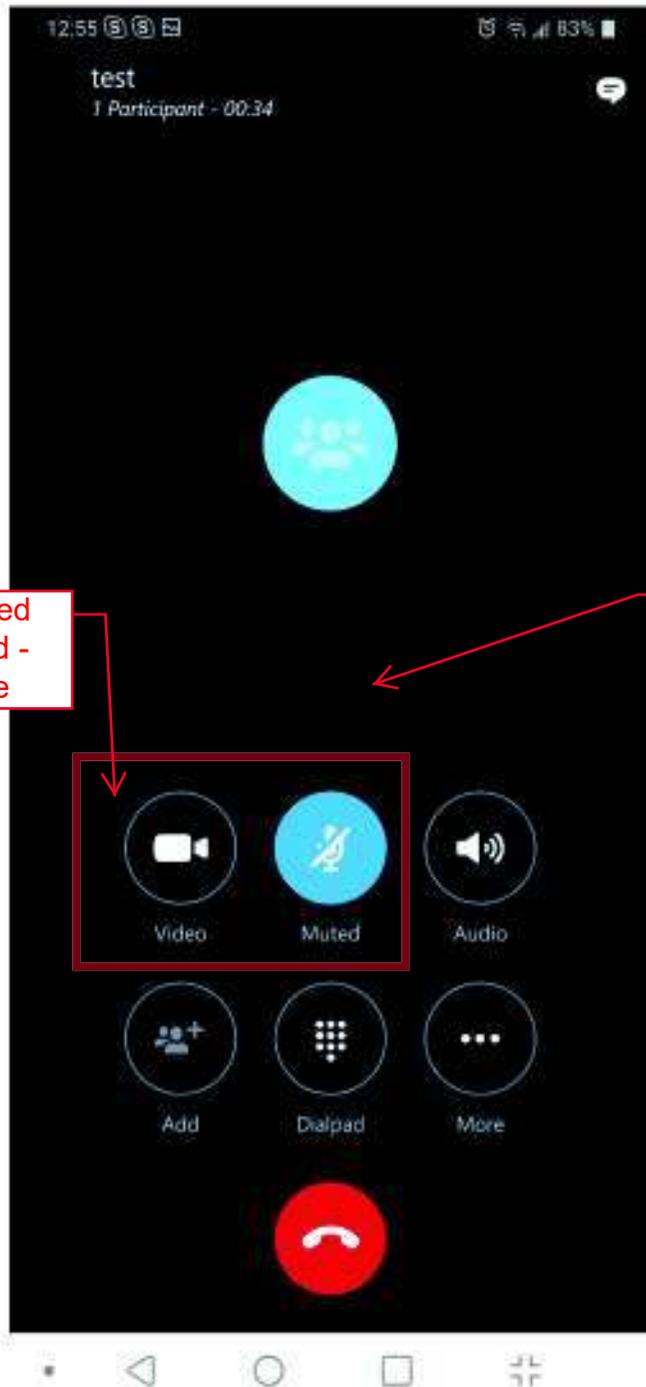


Cancel

Screen view whilst waiting to connect to meeting



B3. Connecting to Meeting



Video cam / feed not yet enabled - press to enable

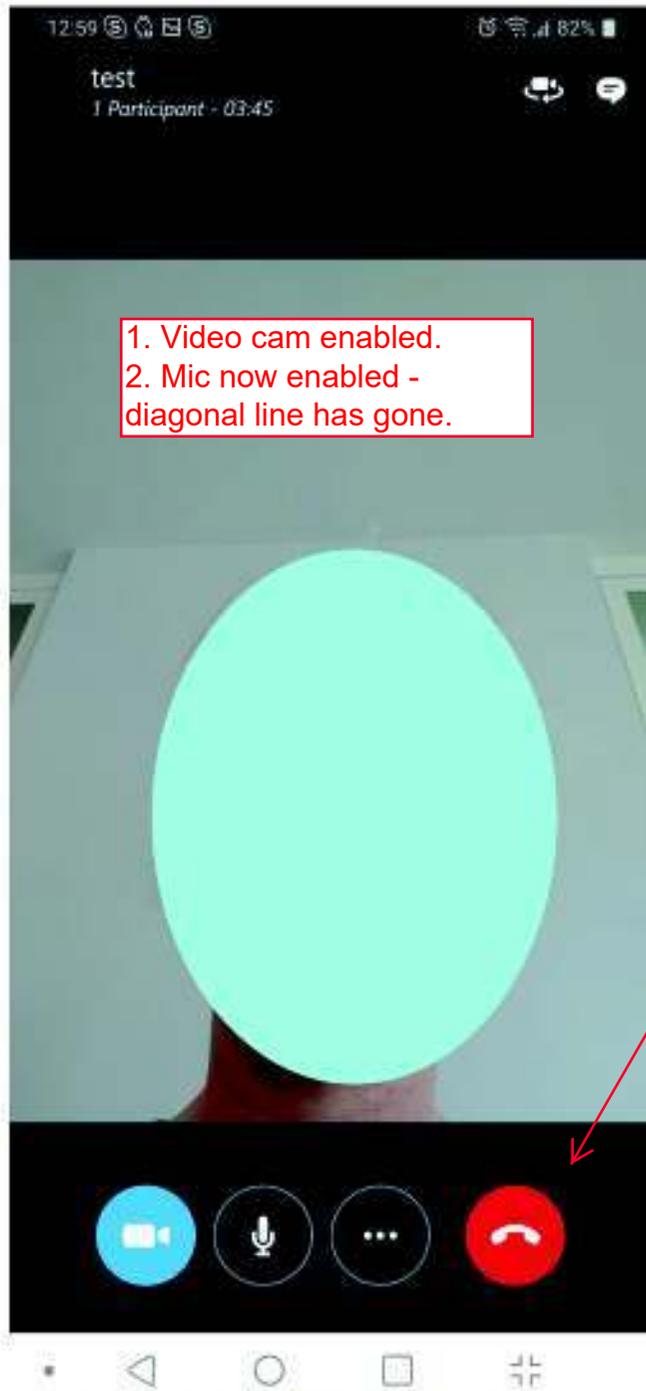
Mic muted - note diagonal line - press to unmute the microphone

B4. Initial Client View during Meeting



1. Video cam now enabled.
2. Mic not yet enabled.

B5. Camera Enabled



1. Video cam enabled.
2. Mic now enabled -
diagonal line has gone.

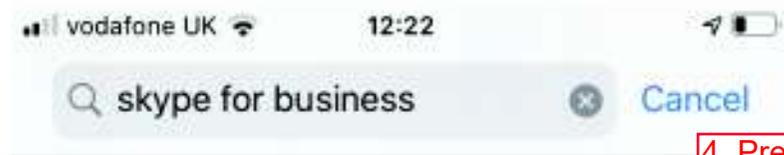
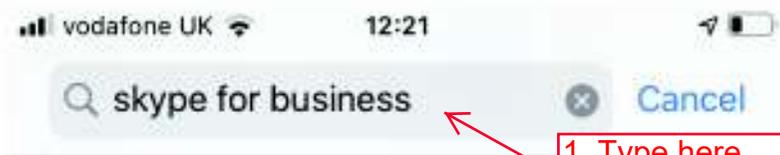
Press to end call.

B6. Mic & Cam Enabled

South Eastern Circuit

Annex 2

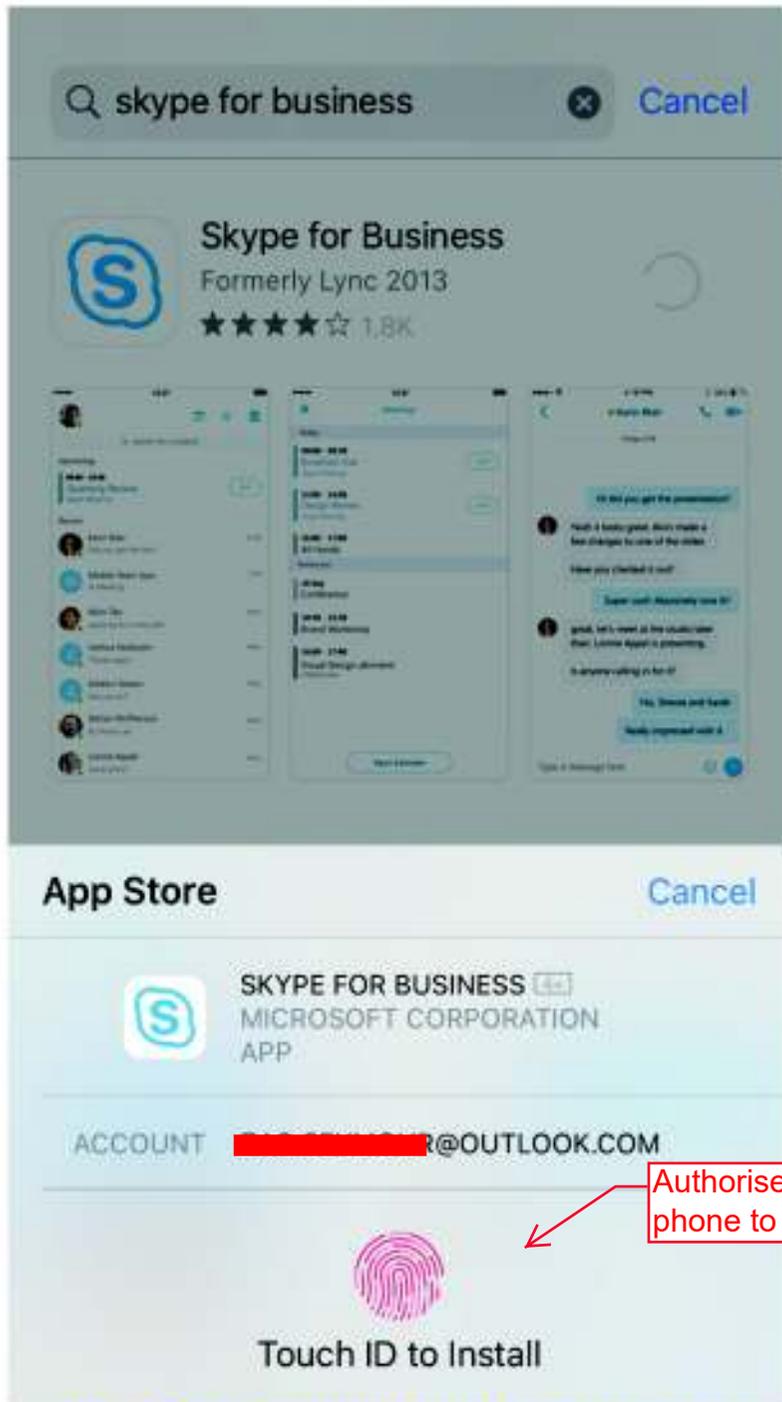
Client Engagement in *Skype for Business* RCHs using iPhone Mobile App



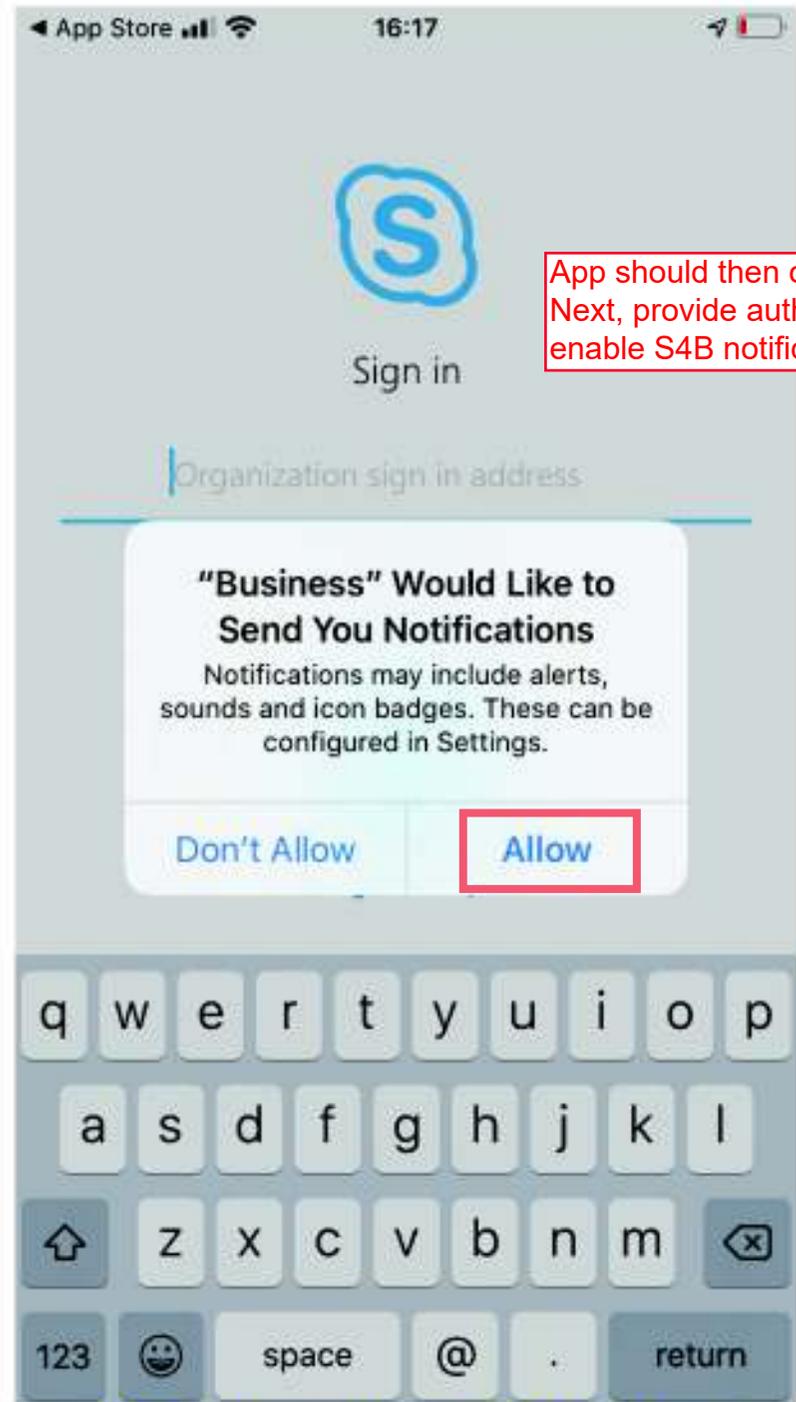
A1. Apple App Store



A2. Search & Download Skype for Business



A3. Confirming ID to Permit Install

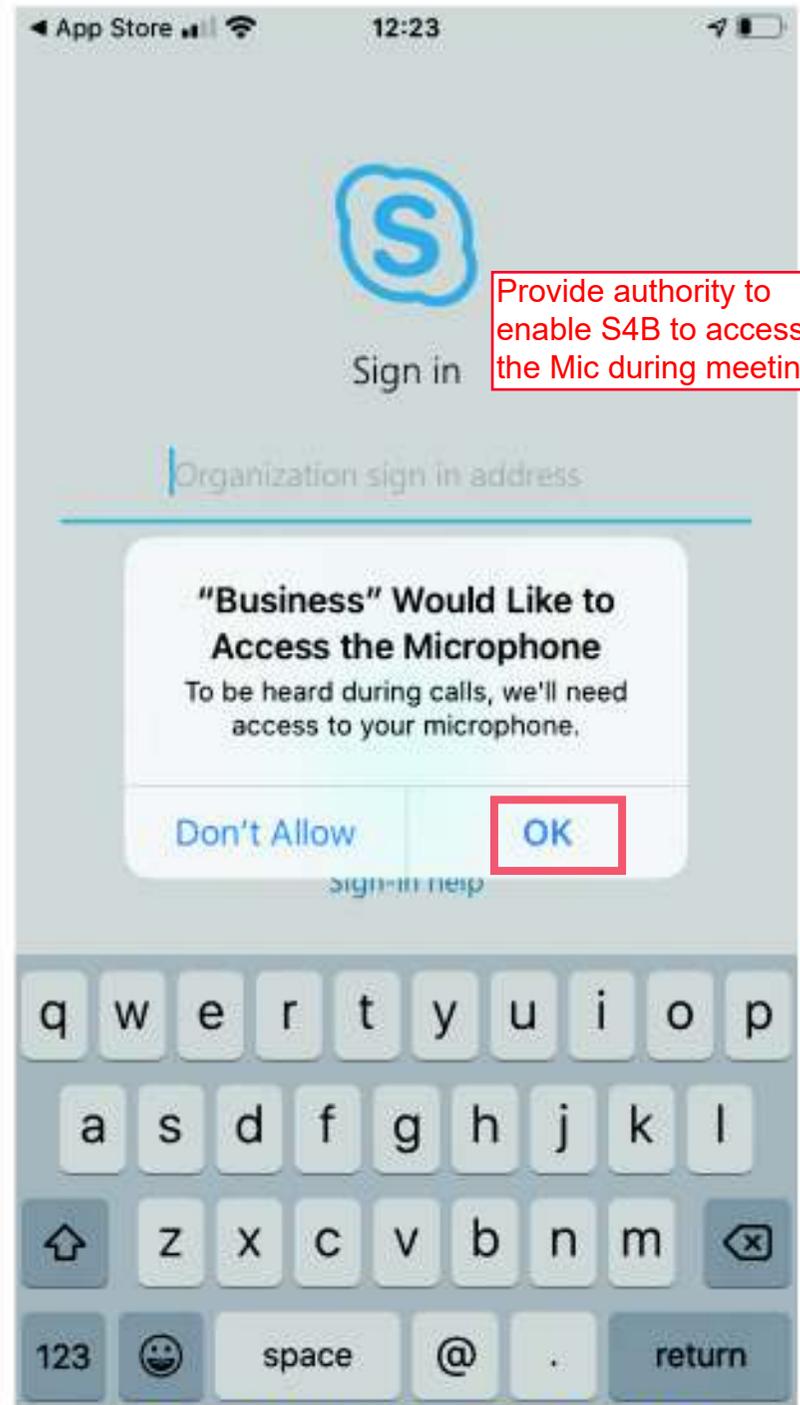


A4.1. Permissions 1 of 3 - Allow



Provide authority to enable S4B to have access to your contacts

A4.2. Permissions 2 of 3 - OK

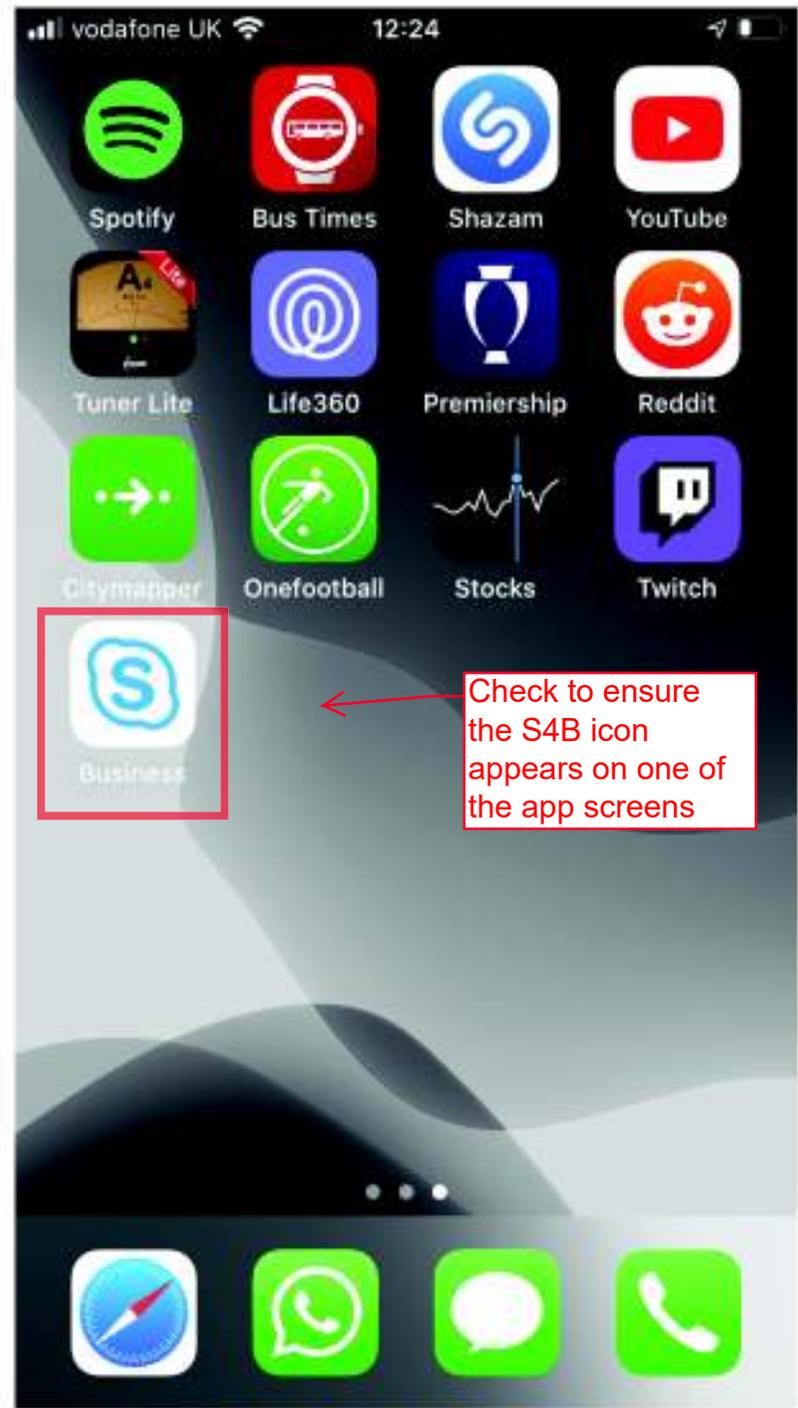


Provide authority to enable S4B to access the Mic during meetings

A4.3. Permissions 3 of 3 - OK



A5. Install Complete



A6. Check for Icon

After clicking on the S4B Join Online Meeting link, this screen should appear



Welcome to Skype for Business, the app formerly known as Lync.



Click to join the meeting as Guest

B1. Skype for Bus Initiated for Meeting

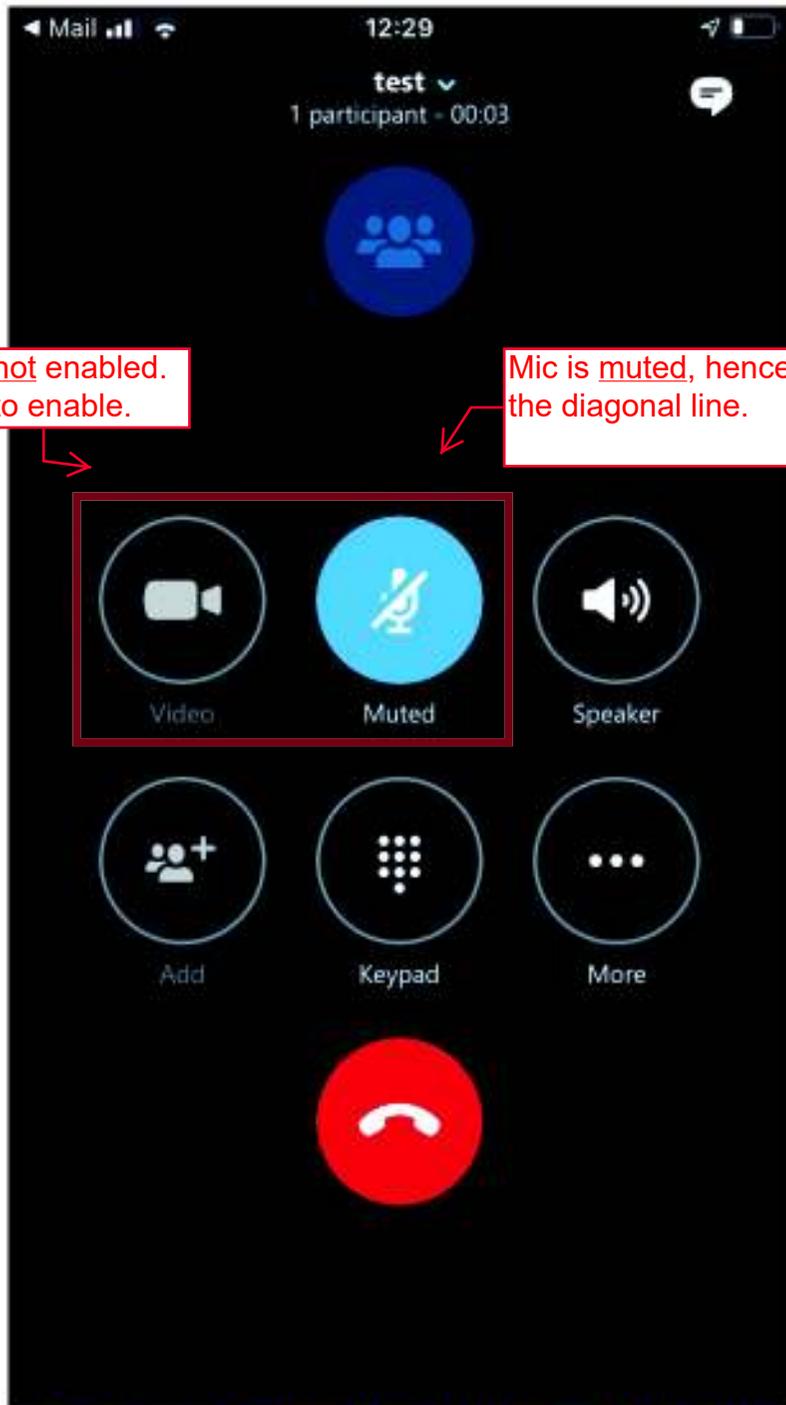
Enter your name to label your video stream in meeting. This is not a login



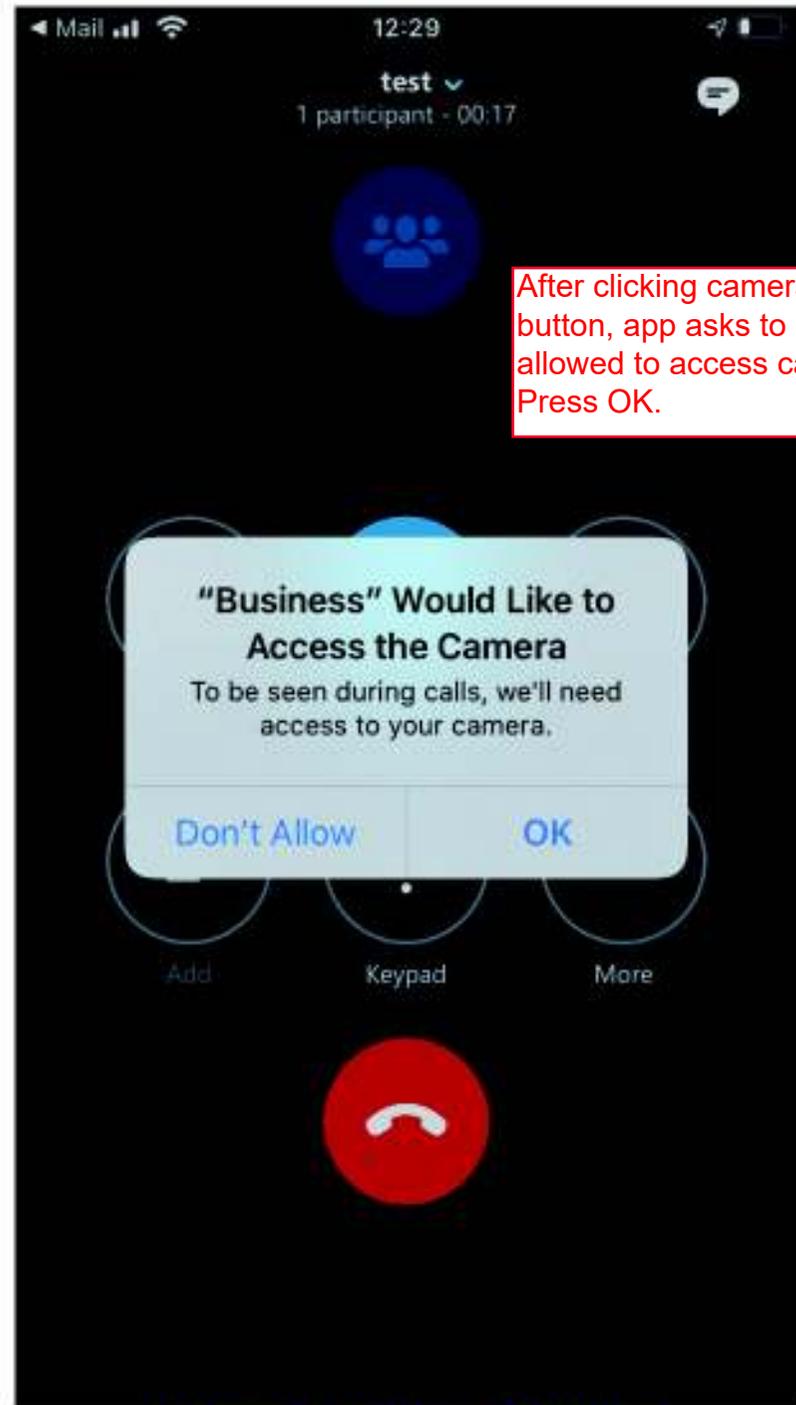
Enter your name



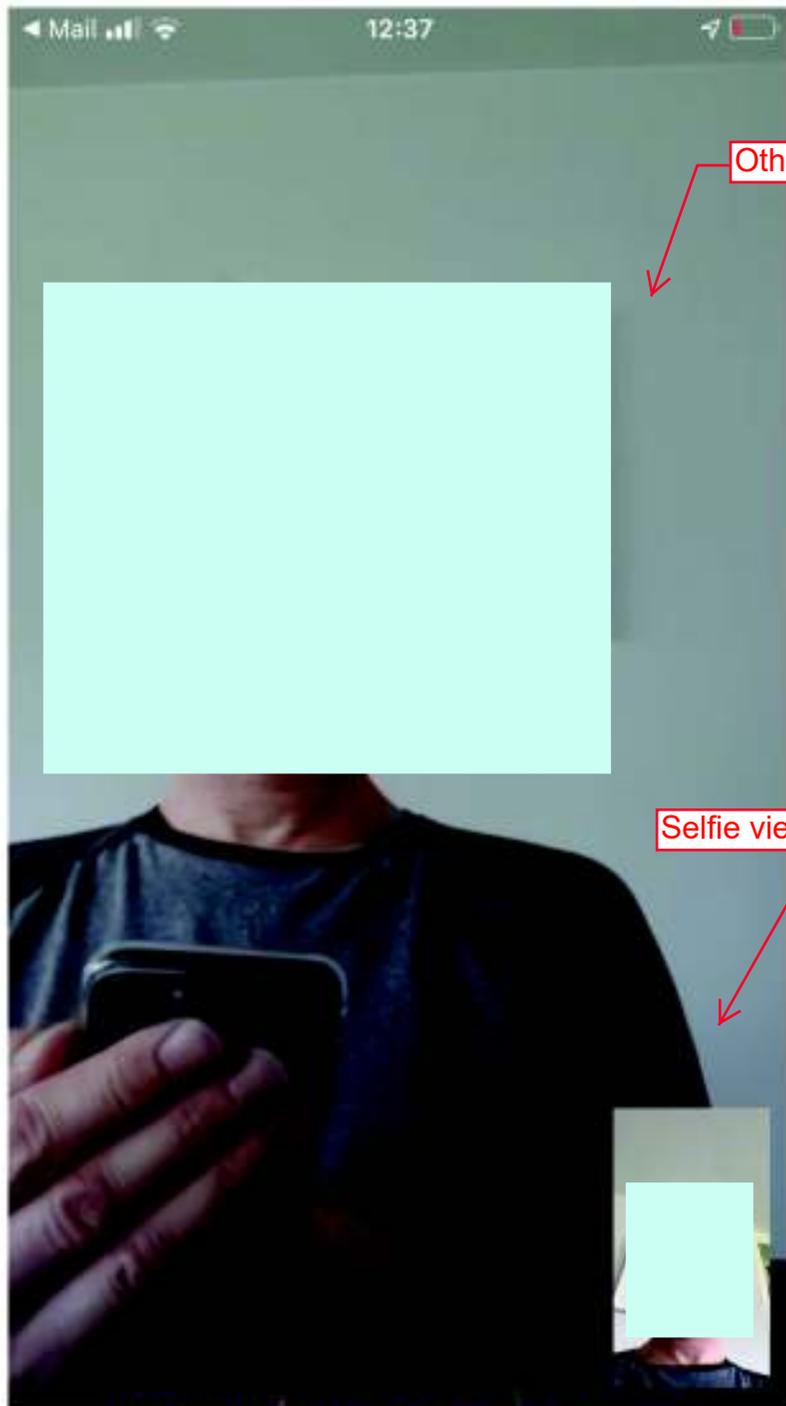
B2. Enter your Video Name



B3. Initial Client View during Meeting



B4. Enabling the Camera

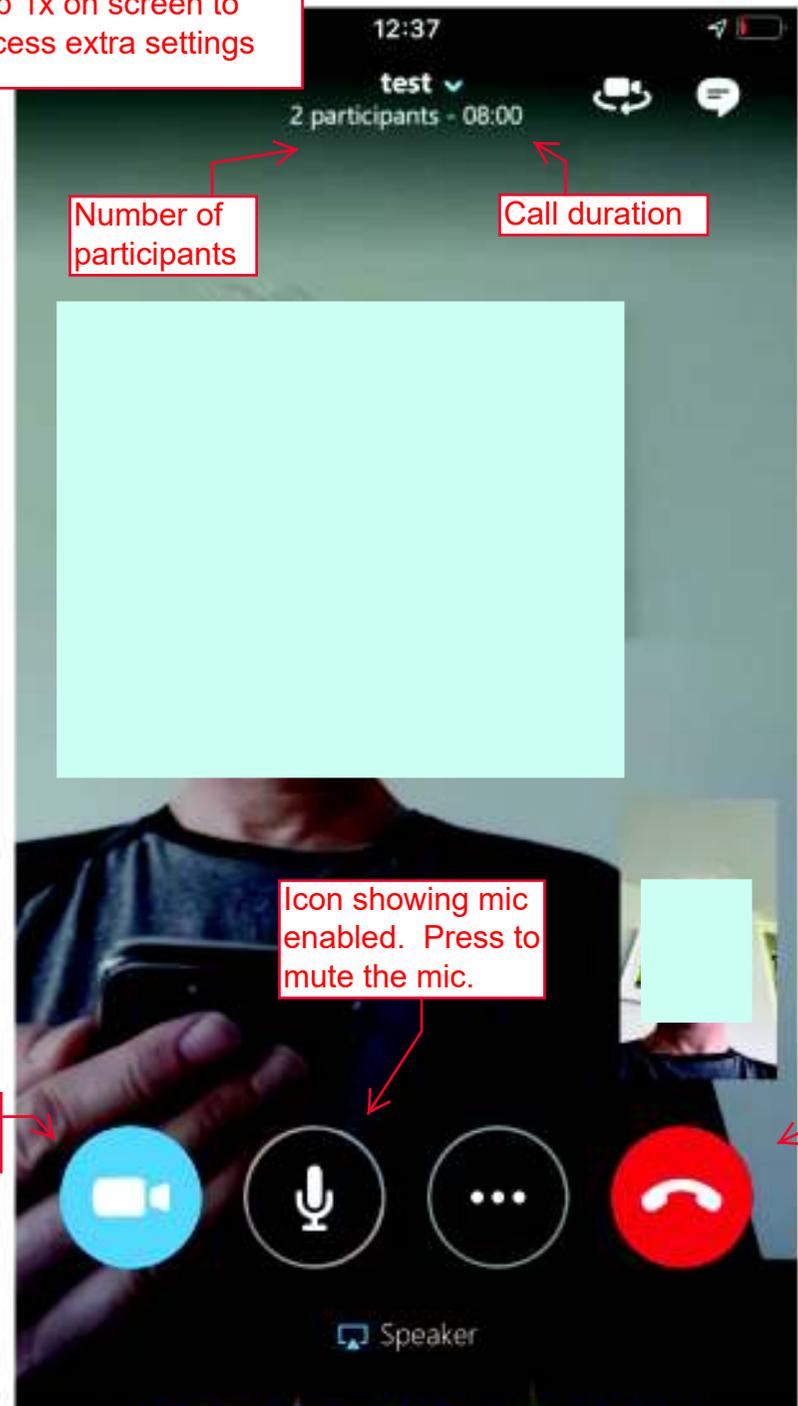


Other participant(s)

Selfie view

B5. Meeting - Standard View

Tap 1x on screen to access extra settings



Number of participants

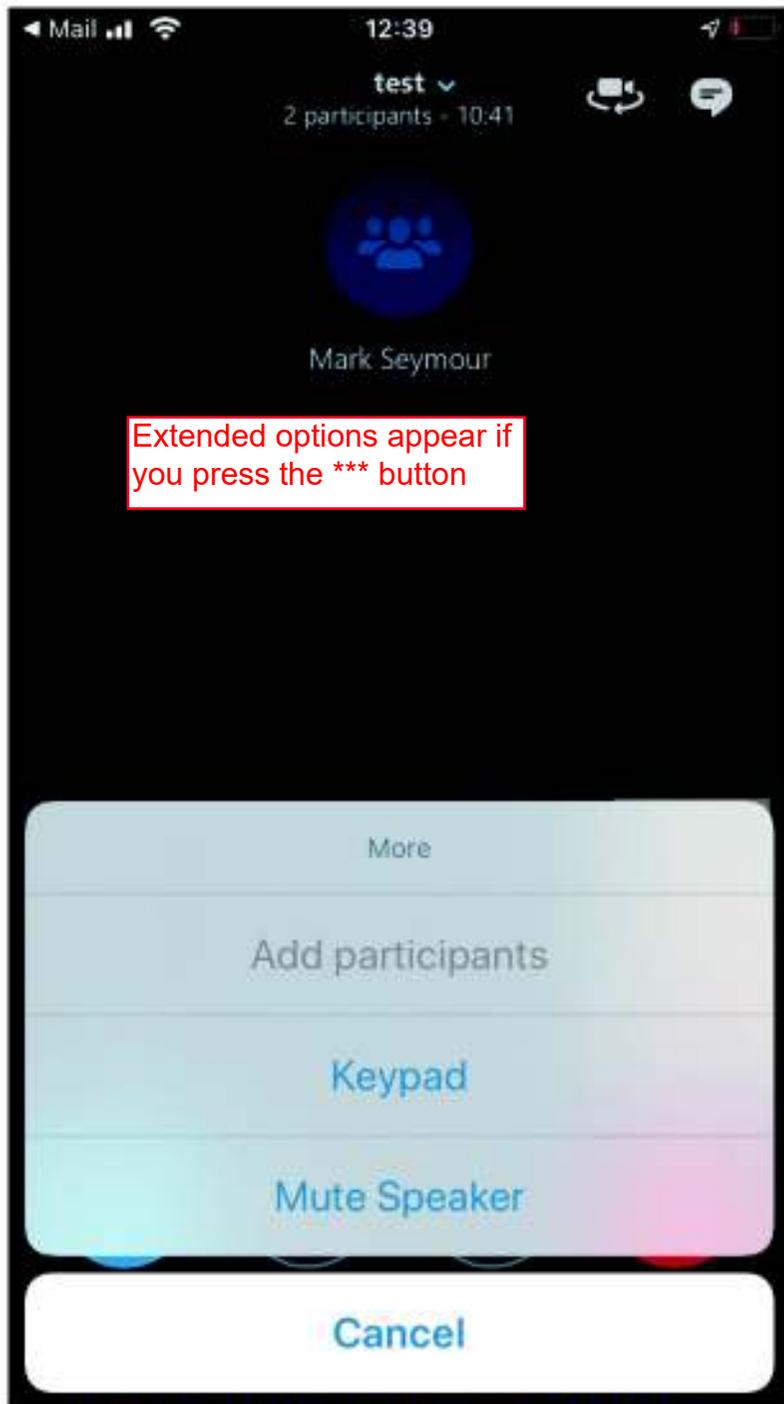
Call duration

Icon showing mic enabled. Press to mute the mic.

Icon showing Cam enabled

End call button

B6. Meeting - Options Menu



Extended options appear if you press the *** button

B7. Meeting - Extended Options