

University of Graz  
**Professional Development Webinars for Language Teachers**  
How to participate in the webinars

To provide our webinars, we use **Skype for Business** (formerly **Lync**). You can participate in the webinars using your **Skype for Business** account, view them through an internet browser (by downloading a web plug-in), or connect through an app, if you are using a mobile device.

Plug-ins are available for **Internet Explorer**, **Google Chrome** and **Firefox** (but not Safari). The size of the plug-in varies, depending on your operating system, but installation should not take longer than a few minutes. If you have never used Skype for Business before, we recommend joining in 10-15 minutes before the start of the webinar in order to allow enough time for the installation to take place. There are instructions for installing a browser plug-in below.

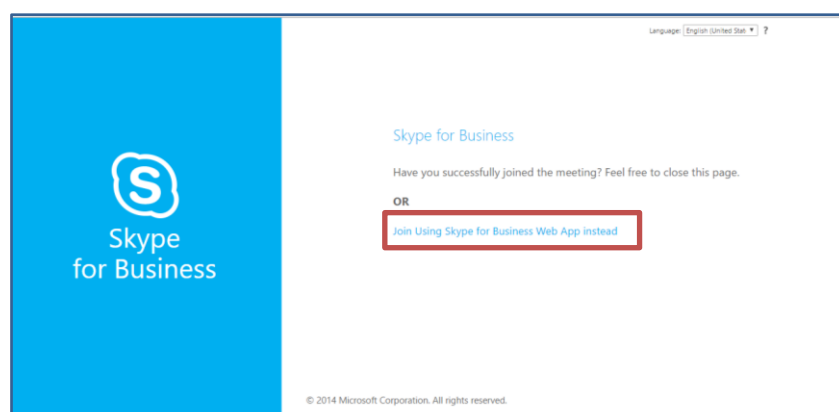
Apps are available for **iOS** and **Android** devices, from the App Store and Google Play, respectively. Details about the apps are available from the following links:

- iOS: <https://itunes.apple.com/us/app/skype-for-business-formerly/id605841731?mt=8>
- Android: <https://play.google.com/store/apps/details?id=com.microsoft.office.lync15>

## Participating in the webinar through your browser

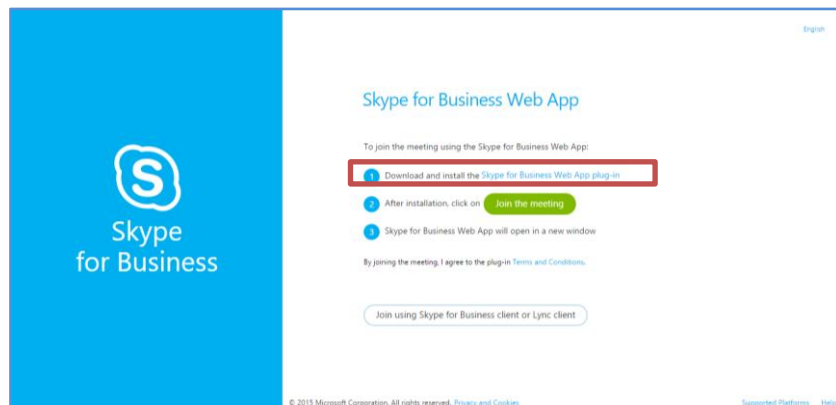
### Step 1: Follow the webinar link

Click on the webinar link or copy-paste it in the address bar of your browser. When you do this, you will get a confirmation message (below). If you have already downloaded the Skype for Business web plug in, click on the link that reads “Join Using Skype for Business Web app”.

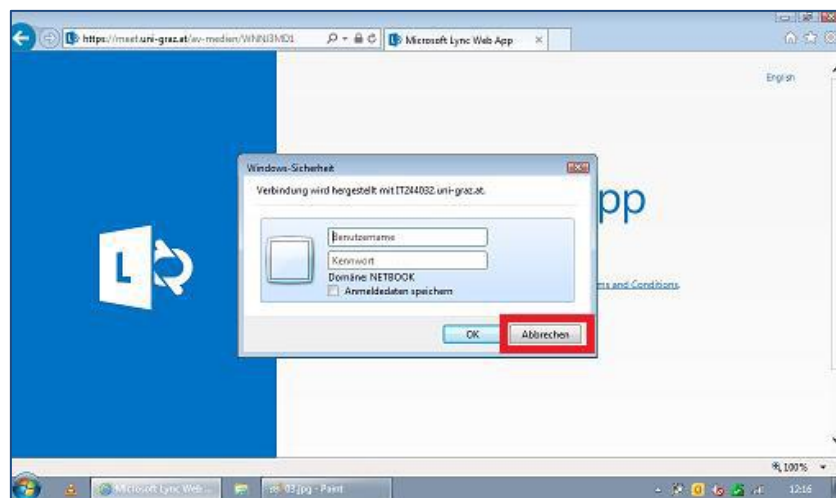


## Step 2: Download the Skype for Business web plug-in

If you have not yet installed the web-plug in, you will be redirected to the page shown below. Select the first option.



If you get security alerts when following the link, click on 'cancel'.



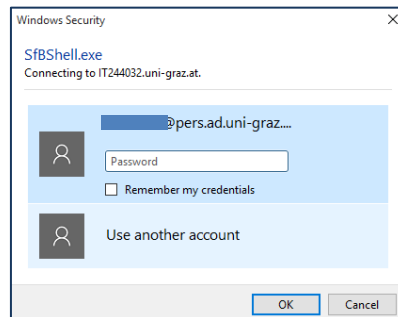
You may get additional reminders or security alerts from your firewall and operating system, asking you to confirm that you want to have the software installed. When prompted, ensure that your software trusts the domain "uni-graz.at", by clicking on the 'Allow' button.



Your computer should now download and install the **Skype for Business** plug in.

### Step 3: Registering

If you are a student or faculty member at the University of Graz, and are connecting through the campus network, you can sign in by entering your username and password. Your **Skype for Business** credentials are the same as the ones you use to log into computers (i.e., not the username and password associated with any personal Skype account you might have).



If you are not affiliated to the University of Graz, or if you would rather use a personal computer, you can sign in as a guest (below, left). Note that sometimes the option to sign in as a guest will not be immediately visible, but it will become visible after a first failed log in attempt. Type in your name in the field provided, as shown below (right).

