How to Join the Skype for Business Instant Messaging Session Without Having a Mic

By Scott Badger

1. Go into your Office 365 Outlook.
2. Click Inbox.
3. Click on the invitation meeting email.
4. Click on “Join online meeting”.

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5. If your computer does not have build-in speakers and mic and you have not plugged speakers and a mic into the computer then you must turn on “Don’t join audio”. If your computer does have built-in speakers and a mic or you plugged in speakers and a mic or you plugged in a headphone with mic then you can use the default option “Use Skype for Business (full audio and video experience.)”. 