## **Steps for the External Participant**

An external participant should receive the NRC Skype invitation into his/her email account. When ready to join the meeting, click on the small "*Try Skype Web App*" link. This is the link that is listed on the public meeting notice.

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<ul> <li>&gt; Important</li> <li>&gt; Sent</li> <li>&gt; Drafts 4</li> <li>④ Spam 10</li> <li>■ Trash</li> <li>&gt; Categories</li> <li>∴ Social</li> <li>● Updates 6</li> </ul>	Mar 25 Wed SKYPE MEETING WITH INTERNAL 8 EXTERNA View on Google Calendar When Wed Mar 25, 2020 3:30pm - 4pm (EDT) Where Skype Meeting Who Yes Maybe No More	Agenda Wed Mar 25, 2020 9:30am The Washington Monument 1pm All Region 1 Meeting 3:30pm SKYPE MEETING WITH INTERNAL & EXTERNA No later events options
<ul> <li>Forums</li> <li>Promotions 23</li> <li>Lebanon</li> <li>Notes</li> <li>Receipts</li> <li>More</li> </ul>	<any additional="" be="" ca="" entered="" here="" information="" provide="" to="" want="" you=""> Join Skype Meeting Trouble Joining? <u>Try Skype Web App</u> Join by phone</any>	
	Toll number: +1 (301) 576-2978,,345700475# (Dial-in Number)	English (United States)

Click the "Install and join with Skype Meeting App (web)" link.



The Skype app installer will begin to download. Click the downloaded file to run the app installer program.



## Click the "Run" button.



Enter your name and click the "Join" button.

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© 2015 Microsoft Corporation. All rights reserved. Privacy and Cookies   Terms and Conditions	Supported Platforms	Help

Please wait as you are connected to the meeting...

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ା Have a good meeting. We're connecting you	

Eventually you will arrive at the meeting's virtual Lobby. The Organizer (or another internal participant in the meeting) will need to admit you into the meeting, so please just standby.



The steps for the external participant end here. The steps for the internal Organizer continues on the next page.

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