

PURPOSE

This is a guide specific to Live Streaming on iOS/Apple devices using the Skype for Business Application (app). The guide goes over installing the application, joining Skype meetings, signing in, settings, ending calls, and rejoining the meeting.

GENERAL INFORMATION

- Must have an iOS/Apple device.
- Screen shots are from an iPhone.
- It is not necessary to create a *Skype for Business* account to participate in the live stream inspection process.
- When requesting a live stream inspection on Skype, use the email account (i.e. DannyC@gmail.com) associated with your device.
- Before joining the Skype meeting, place yourself at the inspection location and near a place to identify the site address when possible. Have permit card, plans, product approvals, and other paperwork nearby for reference.

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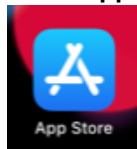
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PROCEDURE

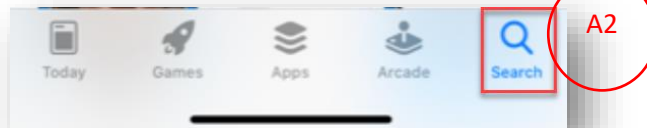
A. To Install and set up Skype

The *Skype for Business* application must be installed on the device to be used on the job site before you schedule a Live Video inspection.

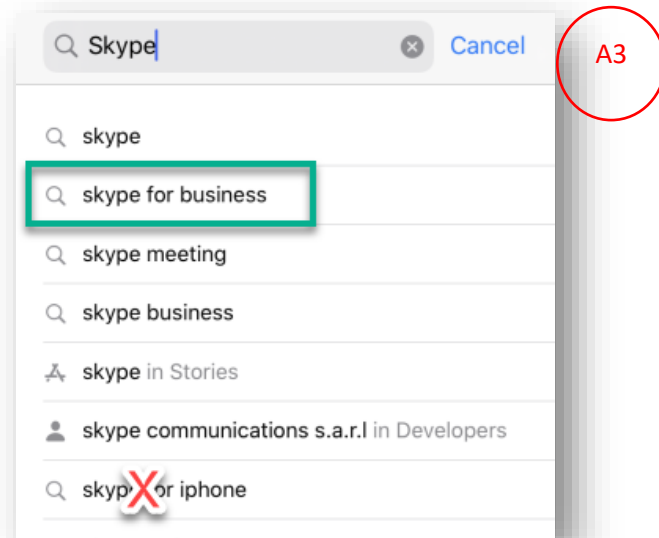
1. Open the Apple App Store.



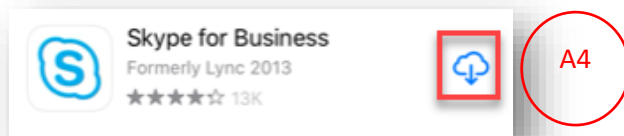
2. Use the search tool at the bottom of the screen.



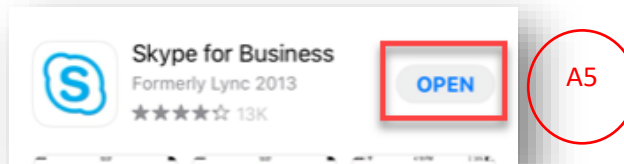
3. Search for *Skype for Business*. Click the link.



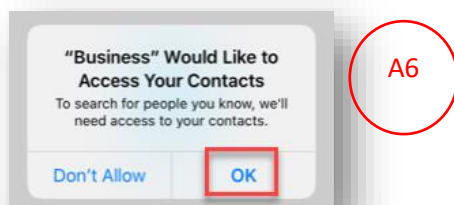
4. To download the application, tap the *Cloud* icon.



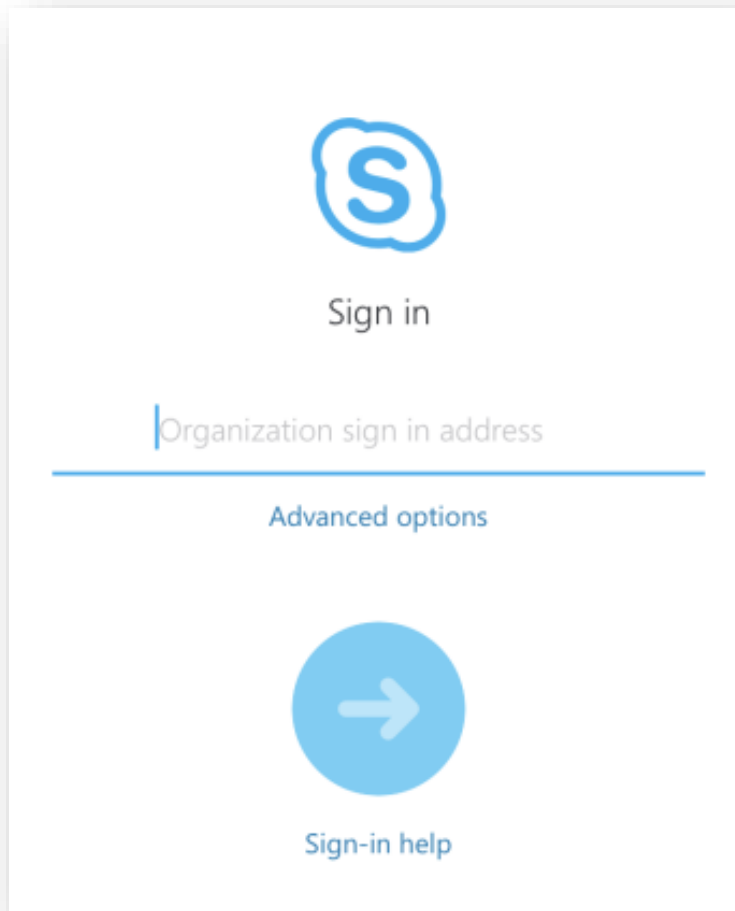
5. *Open* the application.



6. Tap on *OK* button for the all messages that pop up.



7. When you reach this screen, installation is complete, and you can close the application.
 - a. You do not need to *Sign In*.
 - b. It is not necessary to create a business account to participate in the live stream inspection process.



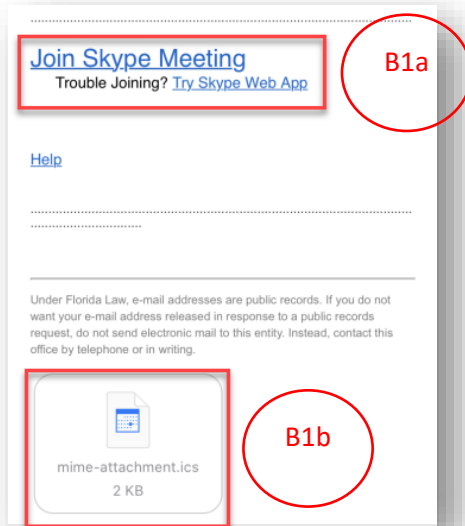
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B. To begin a Skype session for a scheduled inspection

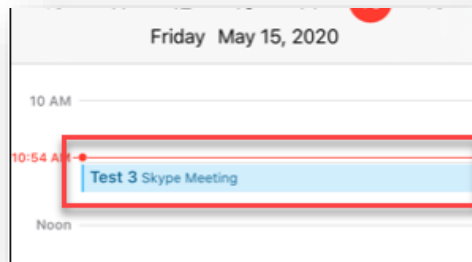
Once the Live Video Inspection is scheduled, you will receive an email Skype Invitation at the email address you provided in your inspection request. You can add the meeting invitation to your calendar or join directly from the email message.

How to Skype for Live Video Inspections iOS Device Video Inspections Job Aid

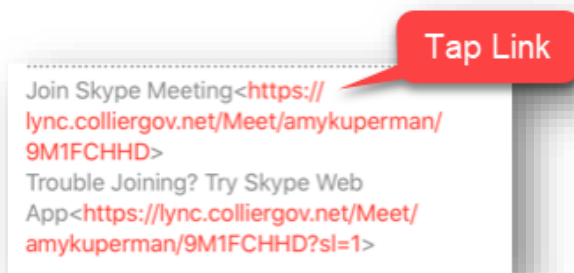
1. Example from the body of an email:
 - a. Link to join the meeting
 - b. Attachment to add the appointment to a calendar



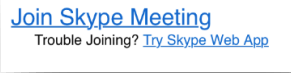
2. To join from your Calendar:
 - a. Open Device's calendar.



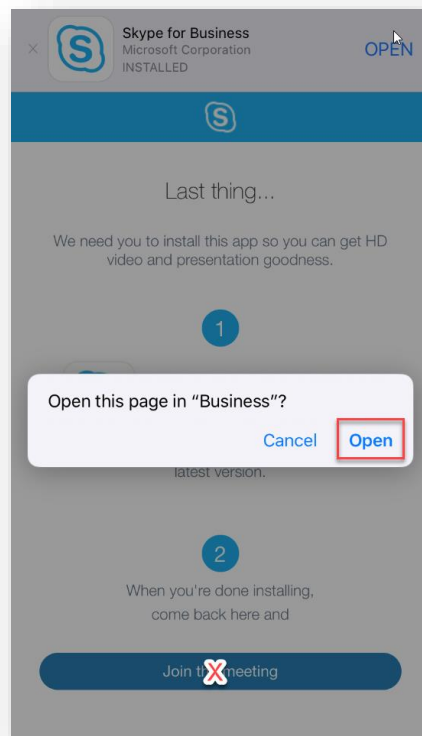
- b. Open the appointment on your calendar and tap the link.



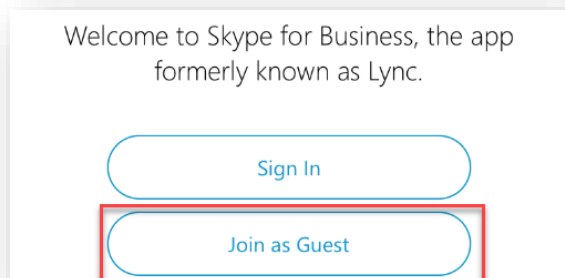
3. To join from the email, just tap the *Join Skye Meeting Link*.



4. Opening the *Skype for Business* app
- a. You do not need to open the software from the Skype icon on your device, this screen will open once you click the link in your invitation. Tap the *Open* button.



5. Select *Join as Guest*, no need to sign in.

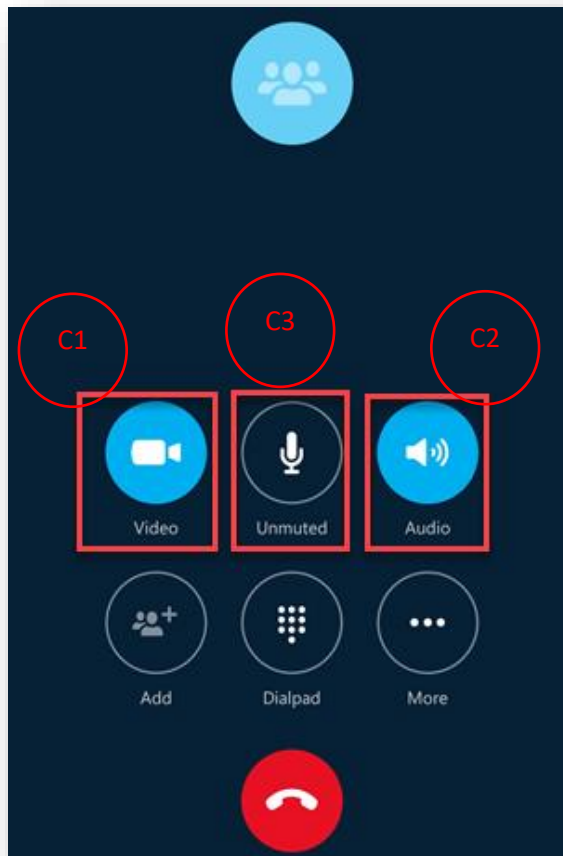


6. Add your name then tap the arrow button to connect to the video call.

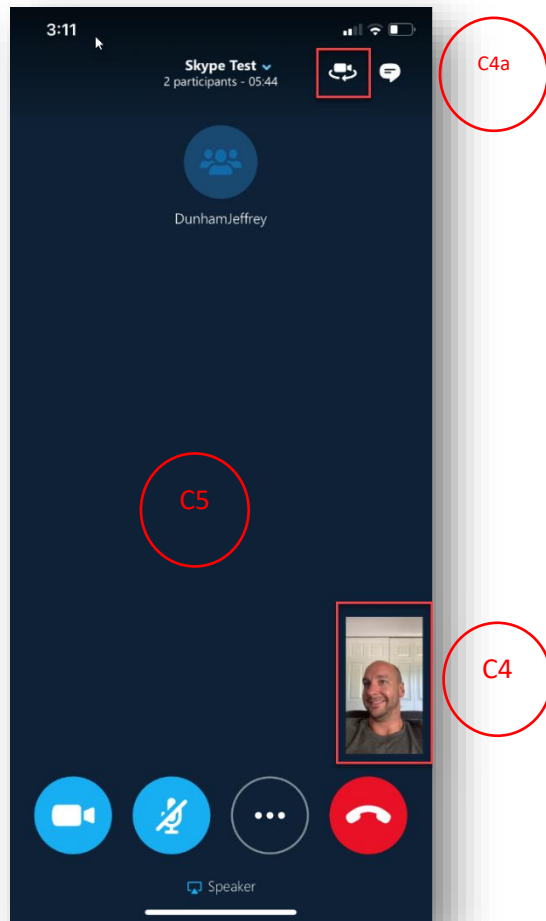


C. Using the Live Video Controls.

1. Tap on *Video* button, this will highlight the selection.
2. Tap on *Audio* button, this will highlight the selection.
3. Verify you are unmuted. Check to see the button is not highlighted and says *Unmuted*.



4. When you tap the Video button, your image will appear in the lower right of your screen
 - a. Tap the Rotate Camera icon to flip the view to your job site.



5. When your inspector joins the call, his image will appear in the center of the screen

D. To End Call/Inspection

1. Tap on red *Phone* button.



E. To Rejoin Skype Call/Meeting

If you have dropped the call or ended it by mistake you can rejoin the meeting by returning to the meeting invitation and starting the process again.