

PURPOSE

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

GENERAL INFORMATION

- Must have Android device.
- Screen shots are from a Samsung A50.
- It is not necessary to create a Skype 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 Skype meeting, place yourself at the inspection location and near a place to identify the address when possible. Have permit card, plans, product approvals, and other paperwork nearby for inspection.

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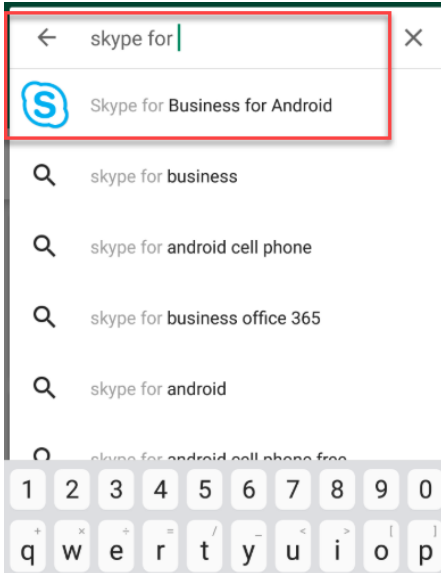
PROCEDURE

A. To Install and set up Skype

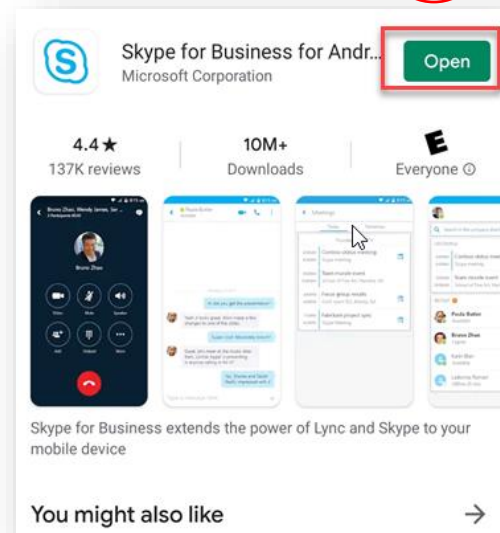
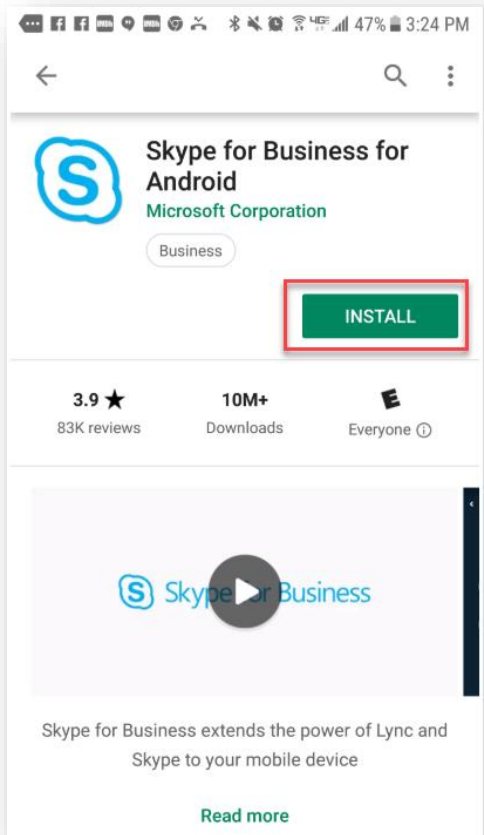
Skype for Business must be installed and opened prior to scheduling for a Live Stream inspection.

1. **Open app store** (i.e. Google Play).
2. **Search for *Skype for Business*.**

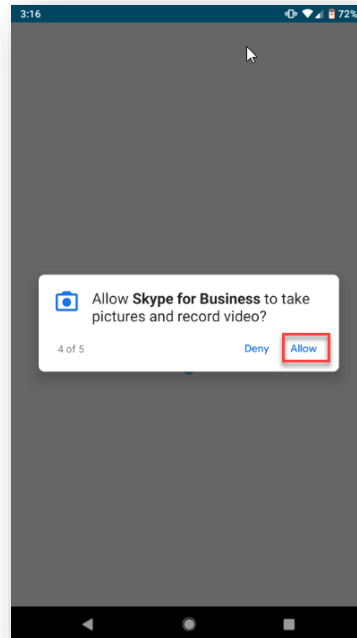
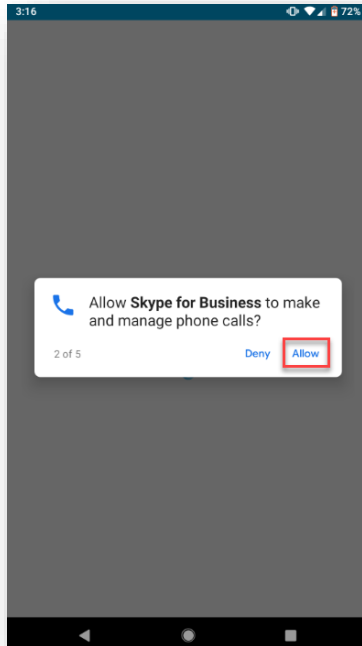
How to Skype for Live Stream Inspections Android Device Video Inspections Job Aid



3. **Install** the application.
4. **Open** the application.



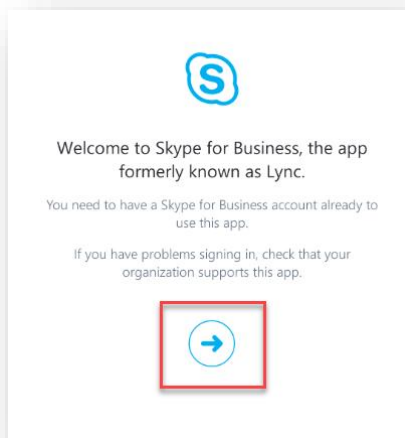
5. Tap on **Allow** button for the all messages.



A5

6. Tap on **arrow button** on the welcome screen.

- This completes the install and initial set up.
- It is not necessary to create a business account to participate in the live stream inspection process.

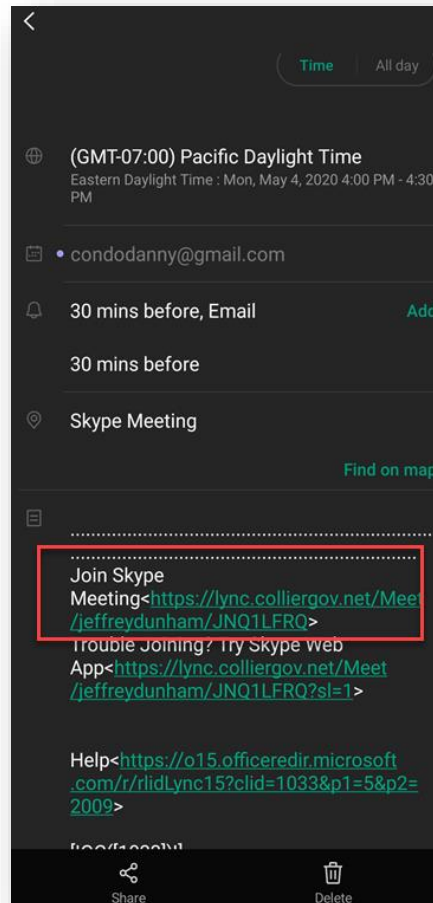
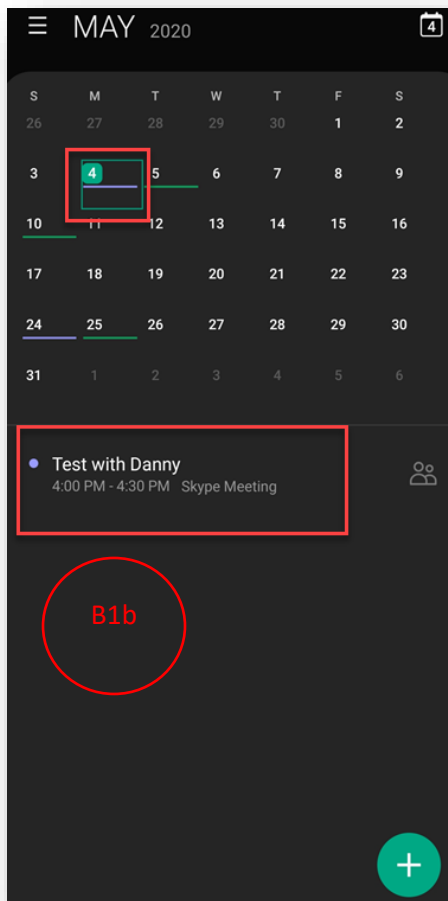


A6

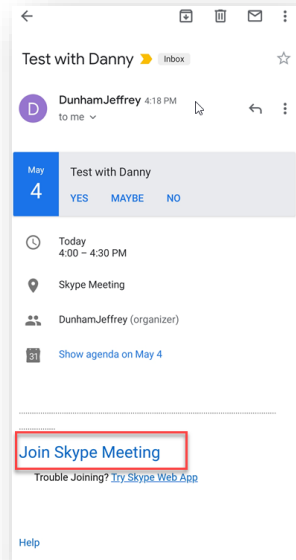
B. To begin a Skype session for a scheduled inspection

Once the Live Stream Inspection is scheduled, your Inspector will send a Skype Invite to the email associated with request. If using a Gmail account, the invite may go directly to your device's calendar and Gmail email.

1. To join from your Calendar:
 - a. Open Device's calendar.
 - b. Select Skype meeting invite.
 - c. Tap on Join Skype Meetings link.
 - i. This link should open Skype for Business app.



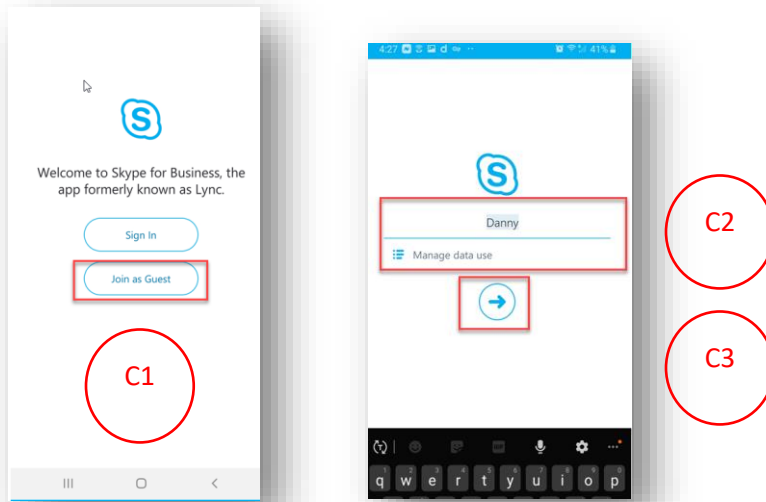
2. To join from your Email:
 - a. Open email app.
 - b. Select and open inspection email.
 - c. Tap on Join Skype Meeting link.
 - i. This link should open Skype for Business app.



B2c

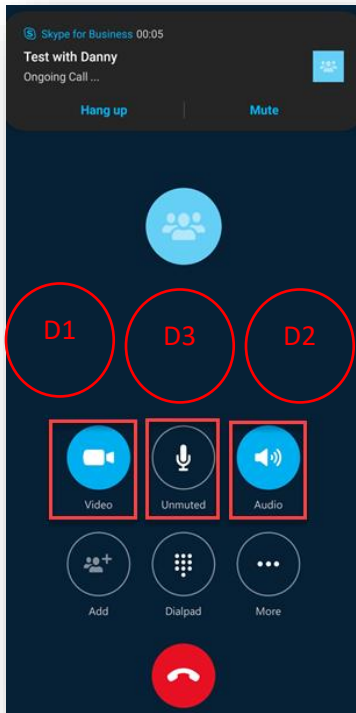
C. To Sign In to the Skype session

1. Select **Join as Guest** (when no business account has been created).
2. **Type your name.**
3. **Tap arrow button** to continue to skype meeting.
 - a. This will connect you to the skype meeting (inspector).



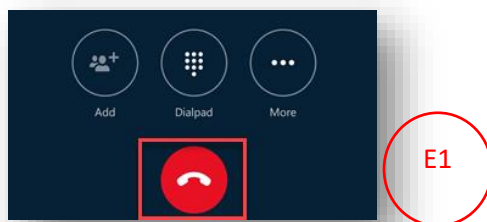
D. To Video during Live Stream.

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 it is not highlighted and says "Unmuted."



E. To End Call/Inspection

1. Tap on red phone button.



F. To Rejoin Skype Call/Meeting

After ending a call, the next screen allows for person to rejoin meeting. This is helpful when a call was ended in error.

1. Tap on **Rejoin** button, in the Rejoin screen.
 - a. If this screen is not available, follow steps B – D.
2. Select **“Use Skype for Business (full audio and video experience).”**
3. Tap on **OK** button.

