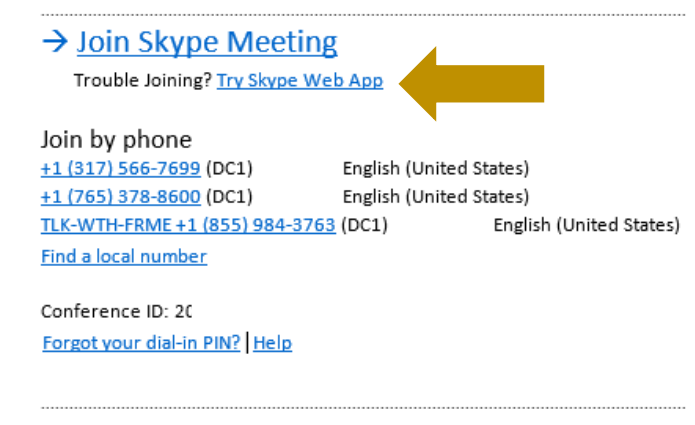


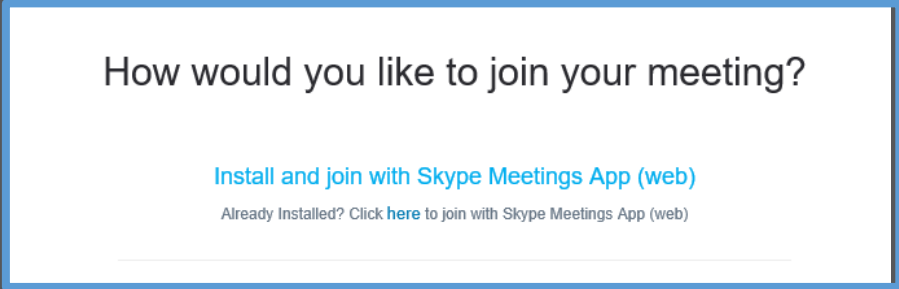
1

If you receive a First Merchants Bank Skype for Business meeting via email, open the email invitation and click 'Try Skype Web App' located in the body of the invitation.



2

This should prompt a web browser to open. Click 'Install and join with Skype Meetings App (web)'. Follow the on screen prompts to download.



*\*Please note, if you experience issues with this step, please check your browser settings or if you are using a company computer, check with your technology team.*

3

After installation, click on 'Join the Meeting'



4

Skype for Business Web App will open in a new window.



Join by using your computer speaker and microphone or join by telephone by dialing one of the phone numbers on the meeting invitation. Enter the conference ID when prompted.

