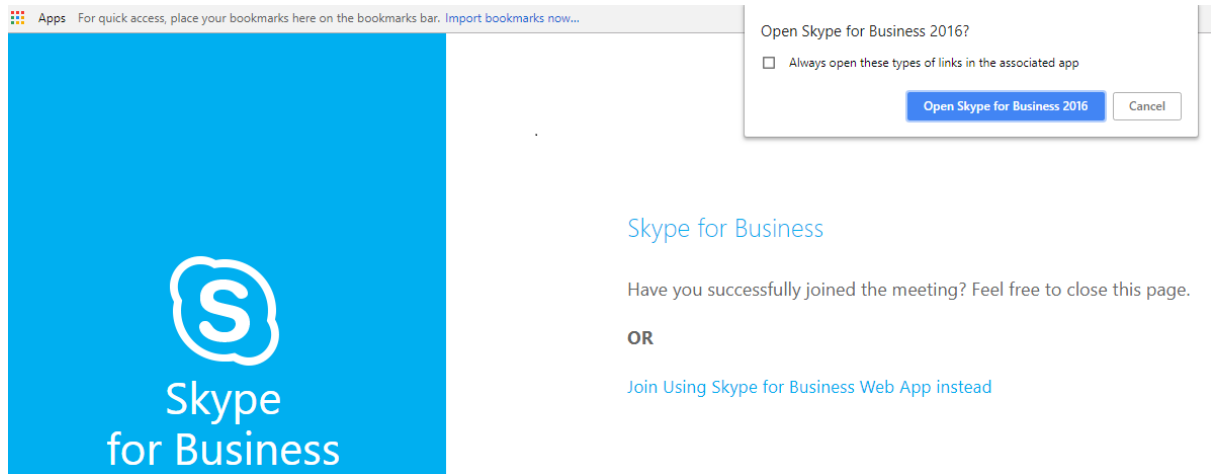
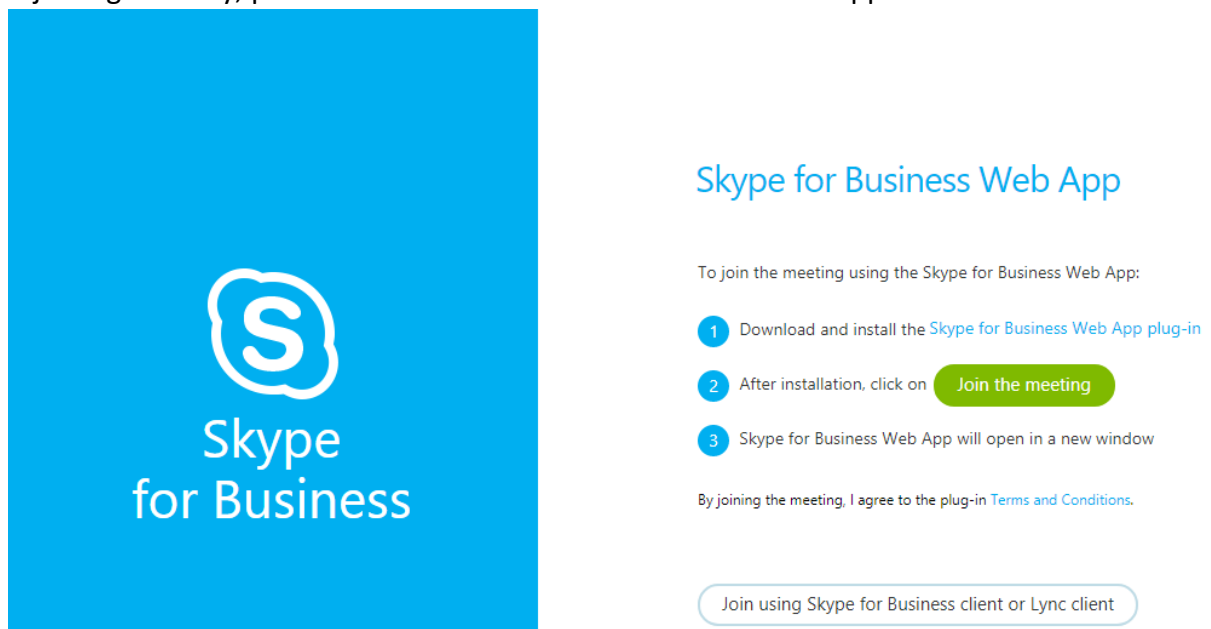


# Joining Learning Support appointments by Skype

1. Ahead of the appointment time, please login to your [student@live.nmit.ac.nz](mailto:student@live.nmit.ac.nz) email account.
2. Accept the meeting invite sent by the staff on your NMIT student email address, and at the meeting time, click on the 'Join Skype Meeting' link within the invite.
3. When clicking on 'Join Skype Meeting' you will be directed to skype for business page as below:



4. If you have already installed Office 365 including Skype for Business on your computer then you can join the meeting through the desktop app as shown above – click on the link that looks like this [Open Skype for Business 2016](#).
5. If you **don't** have Office 365 already installed, you need to go through the link “[Join using skype for business web app instead](#)” following the steps below to join the meeting. If joining this way, please allow extra time to do this before the appointment.



**When starting skype meeting:** You will need to check your microphone is unmuted and click the start my video button.