

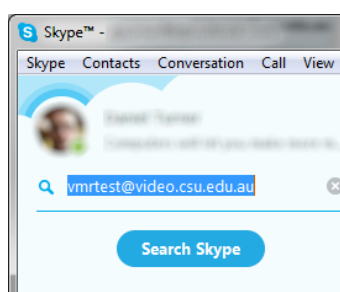
## Attending CSU Conferences using Skype

The CSU video conferencing system supports incoming connections from a variety of different software clients, including Skype. If you have been invited to a CSU conference and would like to attend using Skype, follow the instructions below. Unfortunately, these will only work for Skype for Windows as Skype for Mac is not currently supported.

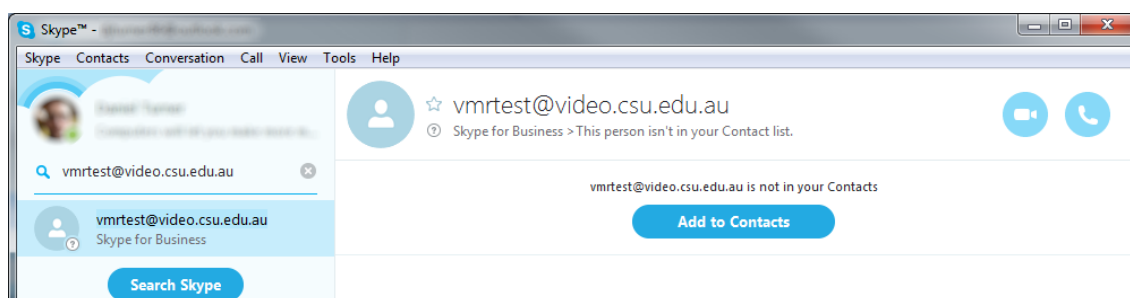
1. Obtain the conference ID, similar to the two shown below, from the conference owner or organiser. Typically, you should receive this in the email inviting you to the conference.

**12345@video.csu.edu.au**  
**vmrtest@video.csu.edu.au**

2. Open Skype and copy the ID into the search box at the top left of the Skype window, then click the **Search Skype** button.



3. Once Skype has found the conference, highlight it and click the Add to Contacts button to the right, as shown below.



4. Depending on your internet connection and computer configuration, after approximately 60 seconds, the conference status will change to **online**, as shown.



5. You can now dial into the meeting. CSU DIT recommend using a headset to ensure the best possible audio quality, and also suggest that connecting by audio only may be necessary when using slower internet connections such as 3G or Satellite.