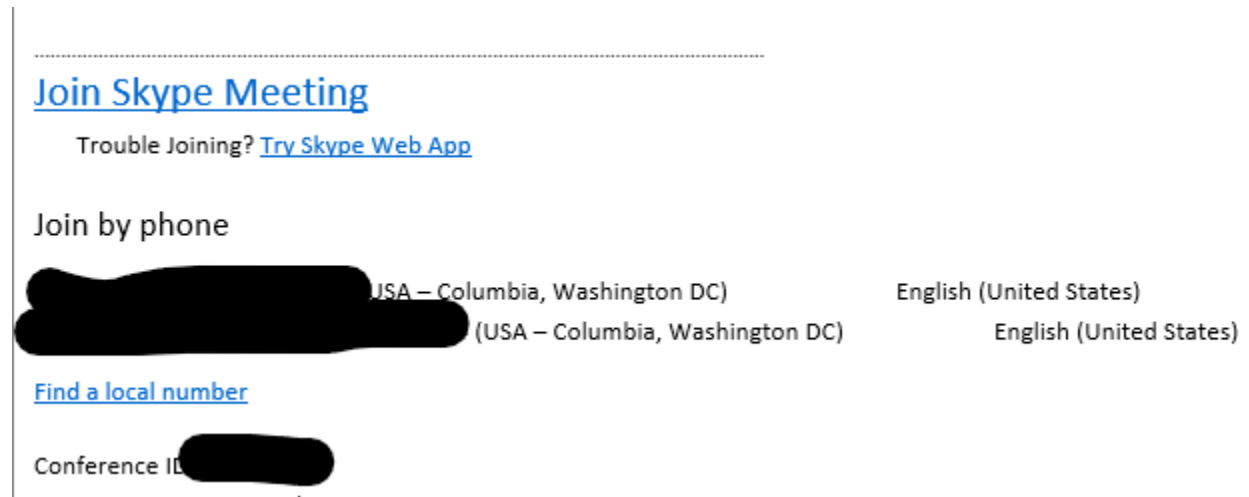


Join and Record a Skype Meeting

As a third option, you may choose to utilize the Microsoft Skype system of our partner, WV Conservation Agency (WVCA).

If you decide you would like to use this option, please send an email to Envirothon@wvca.us to begin the process. Include the date and time that you are going to give the presentation, as well as team name and team captain email address. WVCA staff will need to attend the call and record the presentation for you.

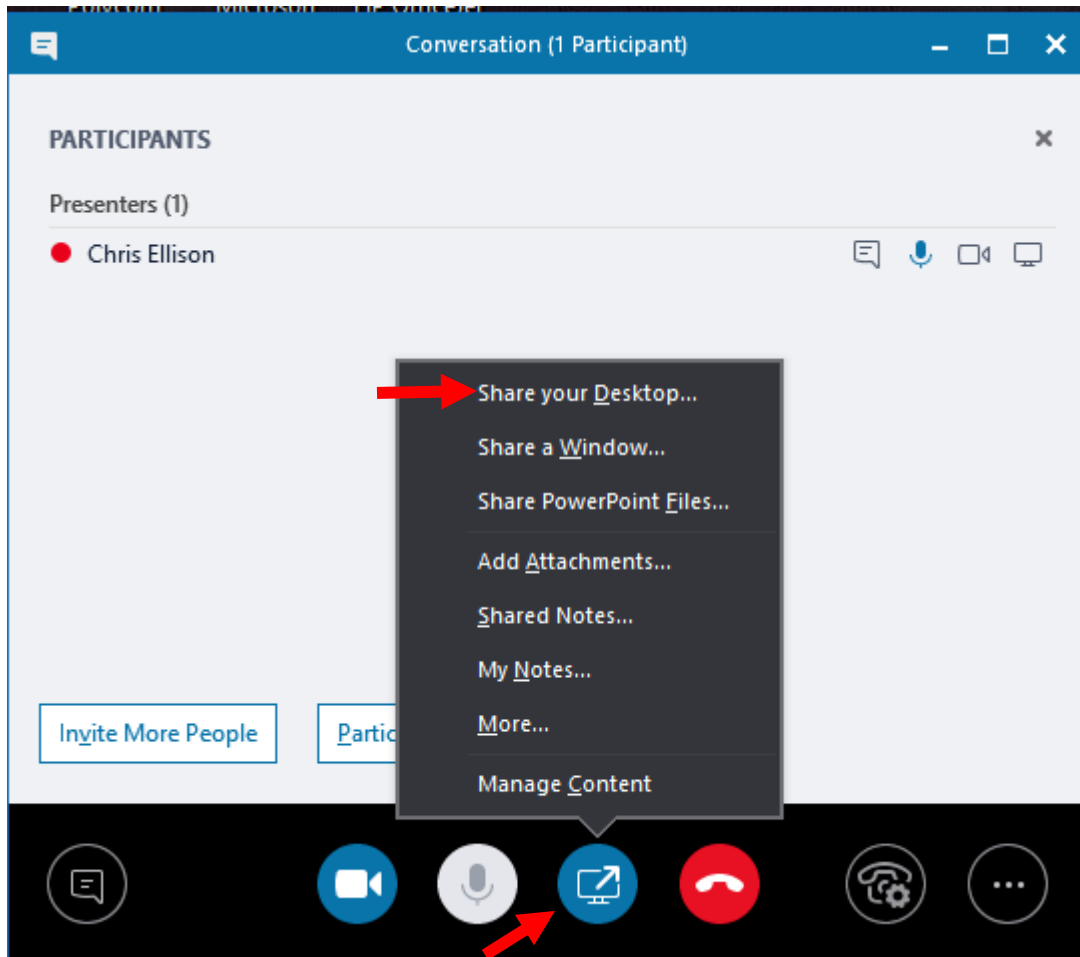
WVCA will create a meeting request and email to the team captain. It will look as below. Simply click "Join Skype Meeting" and follow the instructions to download a web version of Skype.



The screenshot shows an email interface with a dashed line at the top. Below the line is the text "Join Skype Meeting" in blue, underlined. Underneath is "Trouble Joining? [Try Skype Web App](#)". The "Join by phone" section is partially obscured by black redaction boxes. Visible text includes "USA – Columbia, Washington DC" and "English (United States)". Below this is a blue link "Find a local number". At the bottom, "Conference ID" is followed by a redacted number.

Once you have connected to the call, open up any media you will use for your presentation, such as Powerpoint.

Once you are connected to the call, select “Share your Desktop”



WVCA staff will let you know when the recording begins, and when to begin presenting.

Once your presentation is complete, WVCA staff will upload the recording on your behalf.

Conversation (14 Participants)

PARTICIPANTS

Presenters (4)

- Black, Caitlin
- Chris Ellison
- Guyan Video
- Lyons, Judith

Attendees (10)

- +1 (304) 208-0997 Guest
- +1 (304) 208-8395 Guest
- +1 (304) 208-8395 Guest
- +1 (304) 310-4316 Guest
- +1 (304) 380-7367 Guest
- +1 (304) 544-6169 Guest
- +1 (304) 601-6589 Guest
- +1 (304) 617-1682 Guest
- +1 (615) 397-6651 Guest
- Guest Guest

Inyite More People Partic

Share your Desktop...
Share a Window...
Share PowerPoint Files...
Add Attachments...
Shared Notes...
My Notes...
More...
Manage Content

Icons: Chat, Video, Microphone, Desktop, Phone, Settings, More

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[Invite More People](#) [Participant Actions](#)

- Start Recording
- Manage Recordings
- IM Text Display Size >
- Change Font...
- ! High Priority
- Meeting Entry Info
- Skype Meeting Options
- End Meeting
- Skype for Business Help

