

## How to Correctly End a Lync/Skype for Business Meeting

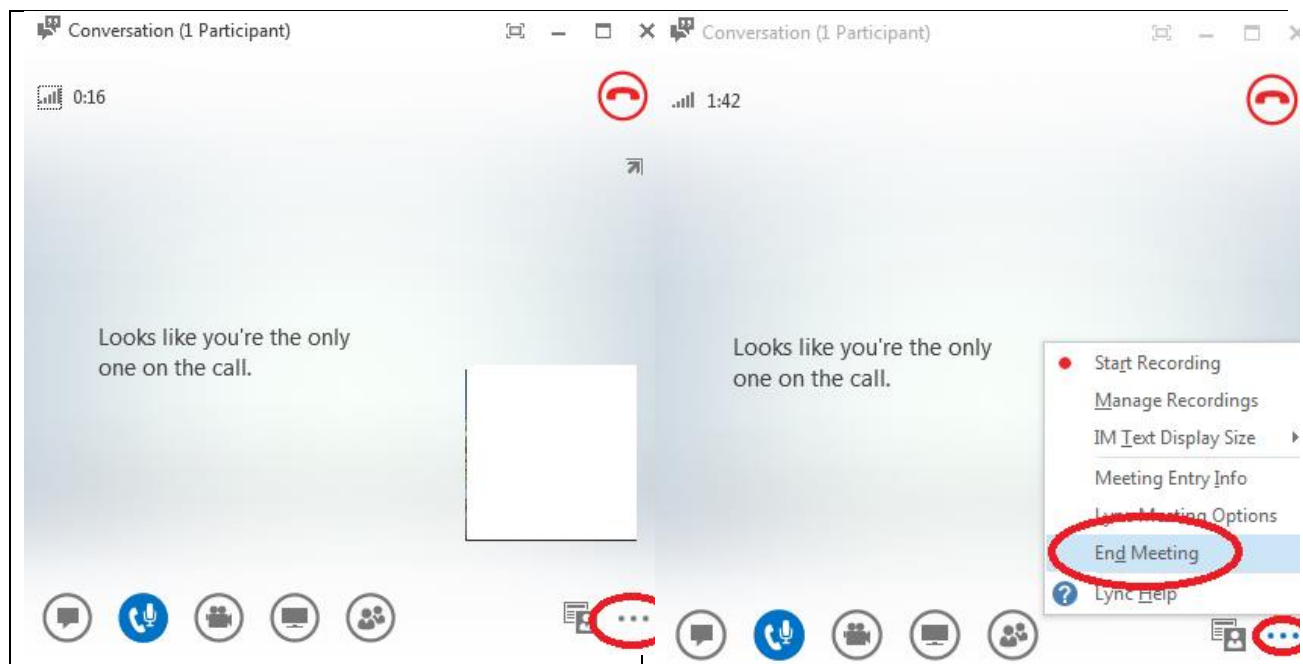
To effectively end a meeting, the Leader must select the three dots on the lower right hand corner of the meeting window then click the **End Meeting** option.

When Leaders/Presenters close the meeting by either clicking the Red Phone icon or using the "x" to close the meeting window, there is a known problem on Microsoft's end that can leave the connecting phone line to remain connected. Therefore, when the Skype for Business host goes to start their next meeting the Skype for Business audio and telephone audio integration will not work because the prior meeting audio connection line is still active.

**Note:** Ending the meeting properly will immediately terminate the audio conference and disconnect all attendees on the call.

### How to correctly end a meeting:

Instead of using the "X" on the top right or the "red telephone," select the three dots on the lower right hand corner of your meeting window.



Here you will see an "End Meeting" option. Please use that method to end your meeting as it will not only properly disconnect the bank-end audio connection line, but it will also completely end the audio portion of the meeting as well.