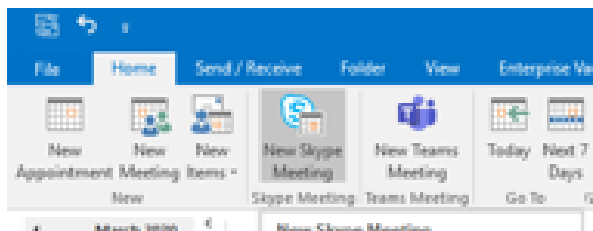


## How to Schedule and Join a Skype Meeting

Note: It is assumed you have Skype for Business installed on your machine to **SCHEDULE** a Skype meeting. Log a call if indeed you require Skype for Business.

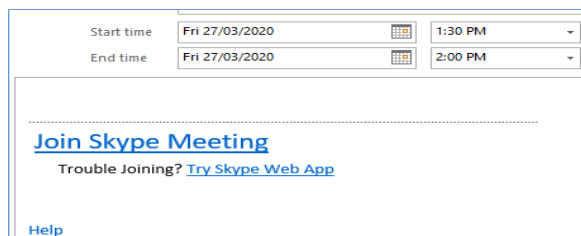
You do not need Teams installed to **JOIN** a Skype meeting. Choose Web app if prompted when joining.

- To schedule a meeting, open Outlook and switch to the calendar view. Click **New Skype Meeting** at the top of the view.



Add your invitees (internal or external) to the **To** field—you can even invite entire contact groups (formerly known as distribution lists). Add your meeting subject, location (Skype Meeting), start time, and end time. Then click **Send**.

- To **join** a meeting, open the meeting in your calendar. Click on Join Skype Meeting. Choose Web app if prompted when joining.



- **Play this YouTube Video Tutorial for an example of a Skype meeting.**
- <https://www.youtube.com/watch?v=XNulQks8kuk>