



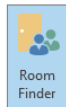
## Schedule a Skype Meeting using Outlook

To schedule a Skype meeting, you need a sign-in address and password from an organization that uses Skype for Business Server.

1. Open Outlook, and go to your calendar.
2. On the **Home** tab ribbon, in the **Skype Meeting** section, click **New Skype Meeting**.

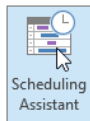


3. Set up the meeting as you typically would:
  - In the **To** box, type the email address of each person you're inviting, separated by semicolons.
  - In the **Subject** box, type a name for the meeting.
  - If you'll have in-person attendees, either click **Room Finder**, in the **Options** section of the Meeting tab, and then find a room or, in the **Location** box, type a meeting location, such as a conference room.



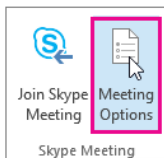
- Select a start time and end time.

**NOTES:** To look for a time that works for everyone, click **Scheduling Assistant**, in the **Show** section of the Meeting tab ribbon.



4. In the meeting area, type an agenda. Be careful not to change any of the Skype meeting information.

**IMPORTANT:** Scheduling a meeting with the default options, like we just did, is suitable for small, internal meetings, such as casual meetings with a few coworkers. If you have a meeting with people outside your company, or you're scheduling a large event, change the meeting options before sending the invites to better fit your meeting requirements. In the meeting request, on the Skype Meeting section of the Meeting ribbon, click **Meeting Options**, and then select the appropriate options.



5. (Optional) Preload your meeting attachments. That way, when participants join the meeting, everything is ready to go. See [Preload attachments for a Skype for Business meeting](#).
6. (Optional) In the **Show** section of the Meeting ribbon, click **Scheduling Assistant** to make sure you have the best time for the meeting.
7. You're almost done. Just double-check the information and click **Send**.

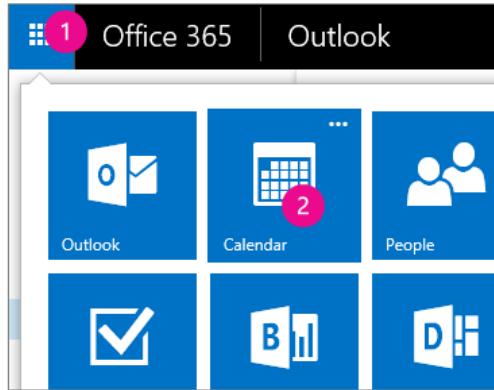


## Set up an online meeting using Outlook Web App

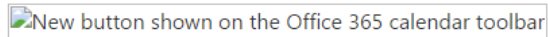
To create a Skype for Business Meeting request in Outlook Web App, you have to:

- Be using a browser that supports the full version of Outlook Web App.
- Have a user name and a password from an organization that has a [business](#) or [enterprise](#) subscription to Office 365.

1. In the Office 365 portal, click the app launcher, then click Calendar to open the Calendar app.



2. Click the plus sign or New just below the app launcher, and fill in the meeting information as usual.





3. In the middle of the meeting window, above the message area, click **Online meeting**.

Calendar  
Repeat  
Never  
 Mark as private  
 Online meeting

Call-in details, like a [Join online meeting](#) link appear in the message area. If your account is configured for dial-in conferencing, you'll also see a [Find a local number](#) link.

[Join online meeting](#)  
**Join by Phone**  
+14255551212 (Redmond)    English (United States)  
[Find a local number](#)  
Conference ID: 10000

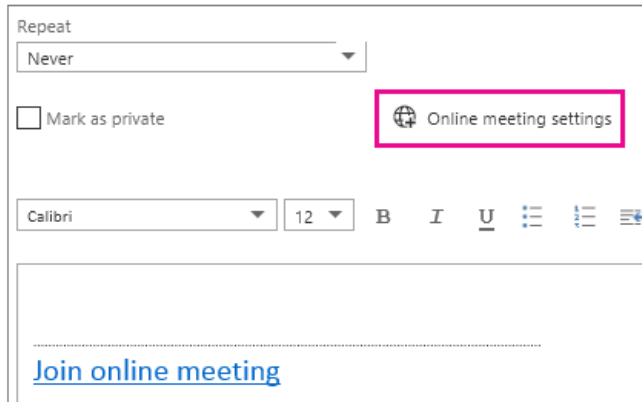
NOTES: If you don't see the **Online Meeting** link, it could be for one of the following reasons:

- You're not using a [browser that supports the full version](#) of Outlook Web App.
- Your Office 365 subscription does not include Skype for Business.
- You're logged in as a user who hasn't been granted a license for Skype for Business.

4. If you'll have in-person attendees, in **Location**, type a location for the meeting, such as a conference room, or click **Add Room** for help finding a conference room.

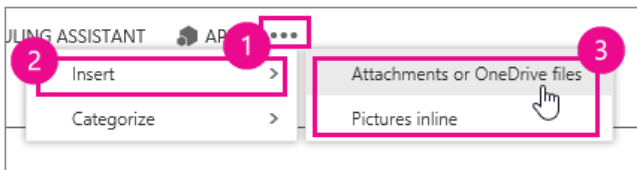
**TIP:** To look for a time that works for everyone, click **Scheduling Assistant**, at the top of the meeting window.

**TIPS:** To view settings for who has access to the online meeting, who has to wait for you to admit them into the meeting, and who can present during the meeting, click **Online meeting settings** (just above the message area).



5. (Optional) In the meeting area, you can type an agenda or other information about the meeting. Be careful not to change any of the online meeting information.

6. (Optional) To add a picture or attachment with the agenda, at the top of the meeting window, click the **More actions** icon (...), click **Insert**, and then click **Attachments or OneDrive files** or **Pictures inline**.



7. At the top of the meeting window, click **Send**.