Set-up Skype Appointment in Outlook 2016

- Login to Skype for Business.
- Open Outlook
- Select the **Calendar** icon.
- Click New Skype Meeting if you want to initiate a meeting
- Click Join Skype Meeting when you want to join a meeting

Set-up Skype Appointment in Outlook (Office 365)

- Login to Skype for Business.
- After you’ve logged into your Northwest Email select the **Calendar** icon.
- On the calendar page, select **New** (Outlook-365) and a dropdown menu will appear.
- Select **Calendar event**.
• On the **Details/Appointment page**, select **Add Skype meeting**.

![](image)

• Fill in the meeting title, location and the start and end times.

```
Your Skype meeting has been created. We’ll add joining details after the invitation is sent.
```

<table>
<thead>
<tr>
<th>Details</th>
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<tbody>
<tr>
<td>Add a title for the event</td>
</tr>
<tr>
<td>Add a location or a room</td>
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</table>

- Start
  - Mon 5/13/2019
  - 12:00 PM
  - All day
- End
  - Mon 5/13/2019
  - 12:30 PM
  - Private

• Choose the people to attend, add the agenda or other meeting information, and then select **Send**.

**JOIN A SKYPE MEETING**

- Click on the link (or “Join Skype Meeting” icon) within your email that asks you to **Join Skype Meeting**.

**START A CONFERENCE CALL IN SKYPE**

- In the Skype for Business **main** window, hold down the **Ctrl** key and click the names of your contacts to select them for your meeting in your **Contacts** list.
- **Right**-click the selection, and click **Start a Conference Call**.
- Click **Skype Call**.
- Your contacts then receive a notification and can accept or decline your request for the conference call.
• You can also invite more people to the conference call by clicking on the **Invite More People** button: