SET-UP SKYPE MEETING 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

If you do not have New Skype Meeting on your Quick Access Toolbar, do the following:

- **Right**-click on any part of the gray area on the Quick Access Toolbar
- Click on **Click Customize Quick Access Toolbar**...
- Click on **Add-ins** (left hand side of screen)
- Select the **Skype Meeting Add-in for Microsoft Office 2016**
- Click the **Go** button
- Place a **checkmark** in the box next to **Skype Meeting Add-in for Microsoft Office 2016**
- Click the **OK** button.
- You should now have New Skype Meeting on your Quick Access Toolbar.
SET-UP **Skype MEETING** in Outlook (Office 365)

- Login to Skype for Business 2016.
- Login to your online Northwest Email.
  - Northwest Email can be located here: https://www.nwmissouri.edu/login
- Once logged into Northwest Email select the Calendar icon.
- On the calendar page, click **New Event** and an Outlook calendar meeting window will open.
- Click on **Add online meeting** (located typically next to *Search for a room or location*)
  - A dropdown menu will appear
- Click on **Skype Meeting**

![Calendar](https://i.imgur.com/3QX.png)

- Fill in the meeting title, location and the start and end times.
- Choose the people to attend, add the agenda or other meeting information, and then select **Send**.
JOIN A SKYPE MEETING IN YOUR OUTLOOK EMAIL

In your email Inbox, you’ll see a message asking you to 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 VIDEO CALL WITH MULTIPLE PEOPLE

- In the Skype for Business main window, select someone that you want to meet with from your Contacts list.
- Right-click the selection, and then start either a Call > Skype Call or click Start a Video Call depending on your needs.
- Click the People+ icon (typically located in the top right hand corner of the window) to add more people to the call.

- Your contacts then receive a notification and can accept or decline your request.