
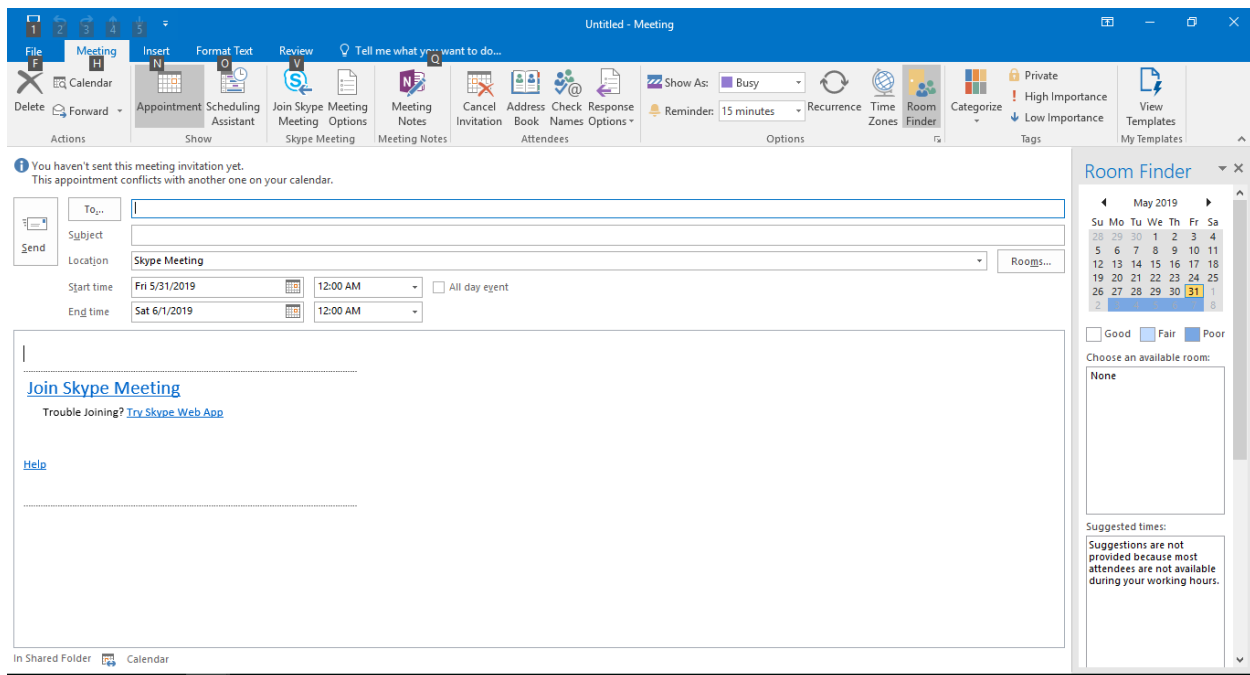


# NORTHWEST MISSOURI STATE UNIVERSITY

## 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

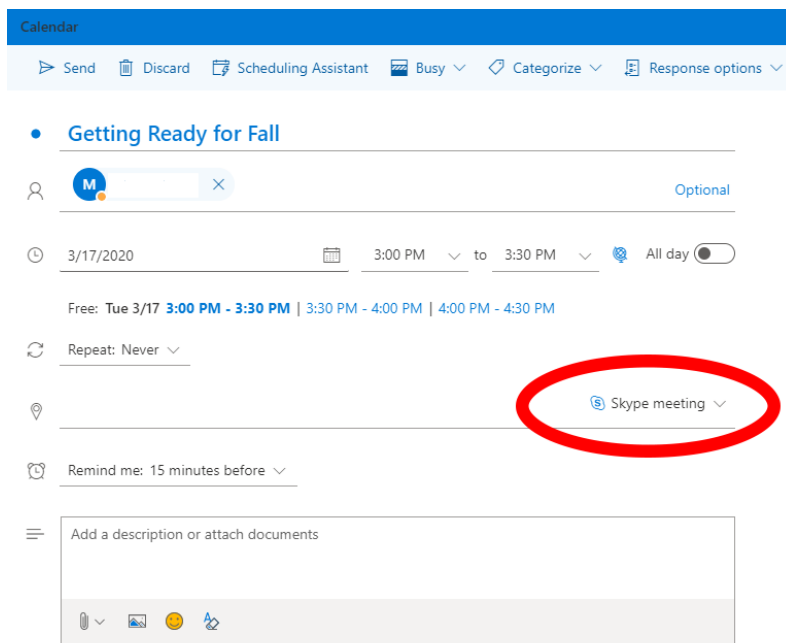


If you do not have New Skype Meeting on your Quick Access Toolbar, do the following:

- **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**



The screenshot shows the Outlook 'New Event' window. At the top, there is a blue header with the word 'Calendar'. Below the header is a toolbar with options: Send, Discard, Scheduling Assistant, Busy, Categorize, and Response options. The main area contains the following fields:

- Title:** Getting Ready for Fall
- Attendees:** A dropdown menu with a blue circle containing the letter 'M' and an 'Optional' label.
- Date and Time:** 3/17/2020, 3:00 PM to 3:30 PM, All day (toggle off).
- Free Time:** Tue 3/17 3:00 PM - 3:30 PM | 3:30 PM - 4:00 PM | 4:00 PM - 4:30 PM
- Repeat:** Repeat: Never
- Location:** A dropdown menu with the text 'Skype meeting' circled in red.
- Reminder:** Remind me: 15 minutes before
- Description:** A text area with the placeholder 'Add a description or attach documents' and a toolbar with icons for link, image, emoji, and link.

- 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**.

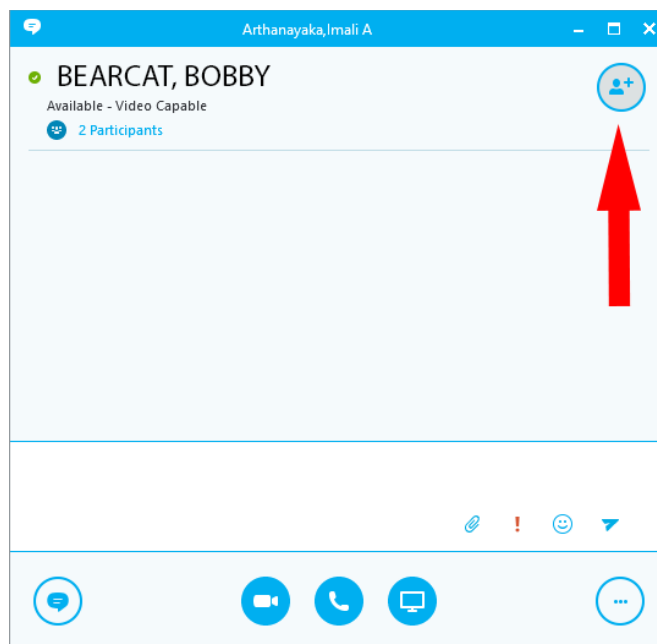
## JOIN A SKYPE MEETING IN YOUR OUTLOOK EMAIL

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.