

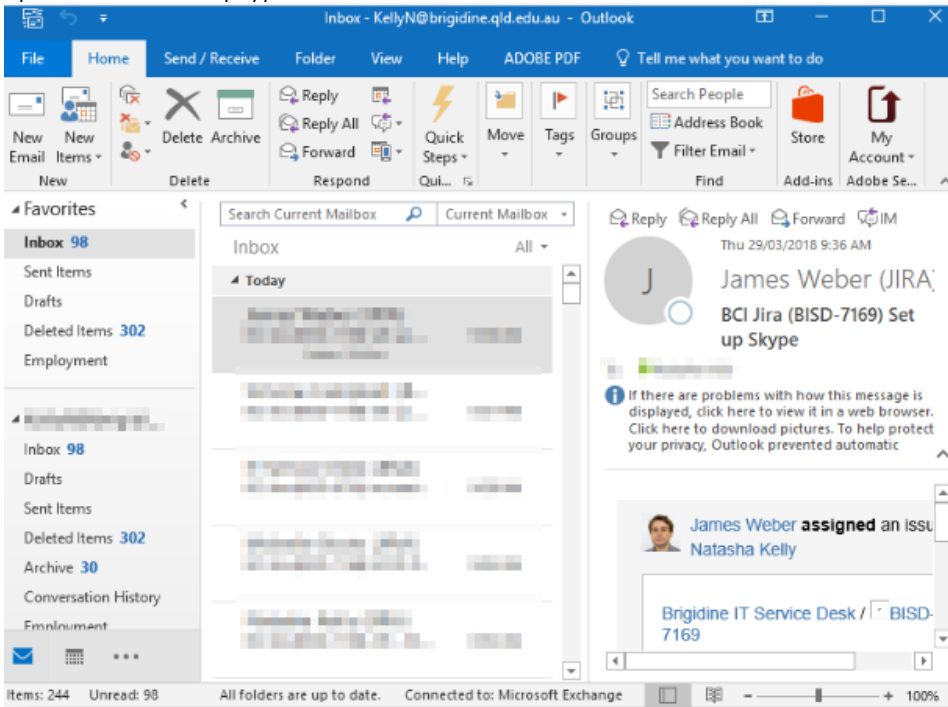
# Set up Skype Meetings

Use this tutorial to set up a Skype meeting with another person.

Use the first set of instructions to create/ schedule a Skype Meeting, send the second set of instructions to all members of the meeting.

## Instructions to Create a Skype Meeting

1. Open the *Outlook desktop app*.



2. Click on the *Calendar*.

◀ KellyN@brigidine.qld.edu....

Inbox **98**

Drafts

Sent Items

Deleted Items **302**

Archive **30**

Conversation History

Employment

Junk Email

Outbox

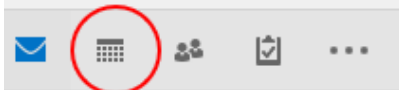
RSS Feeds

▾ Search Folders

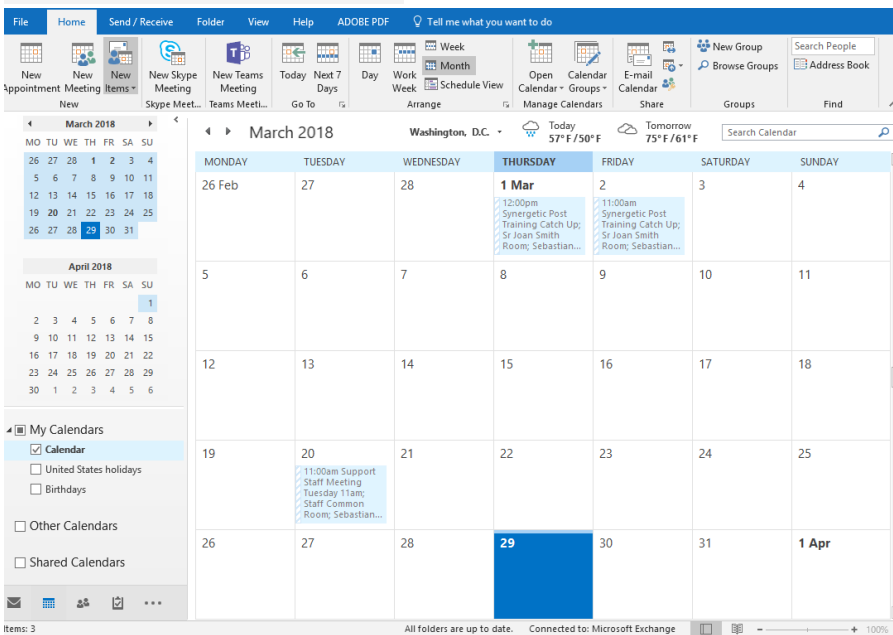
◀ Groups

Synergetic Experts

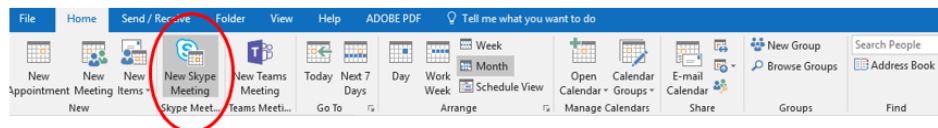
IT Team



Items: 244 Unread: 98



3. Click *New Skype Meeting*.



4. Enter the *date*, *time*, *subject* and *address* the email to **who you are holding the meeting with**.

**i** You haven't sent this meeting invitation yet.

**Send**

To... **James Weber**

Subject **Test Meeting**

Location

Start time **Thu 29/03/2018** **9:50 AM**  All day event

End time **Thu 29/03/2018** **10:20 AM**


[→ Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

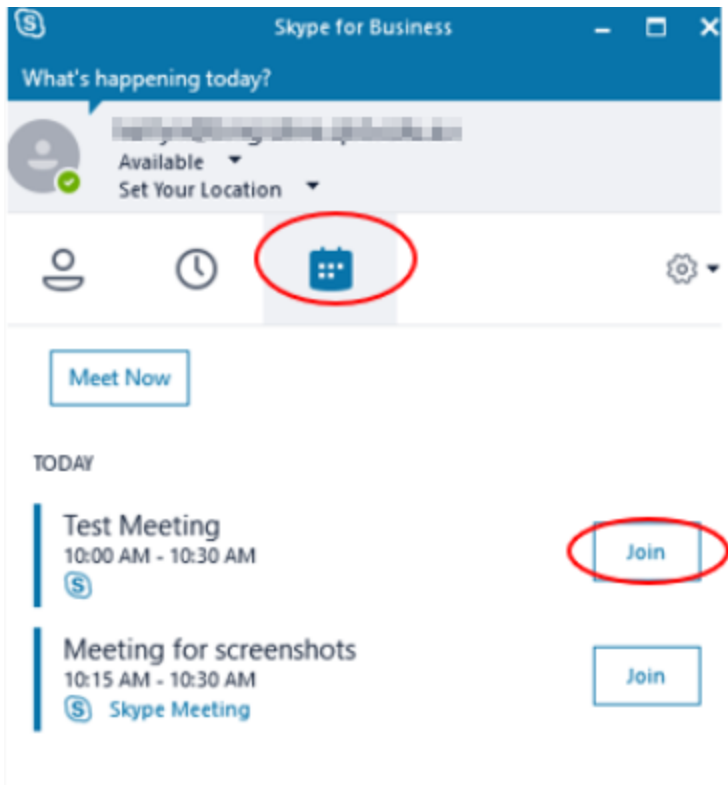
[Help](#)

Note it is not necessary to specify a location, click *Send Anyway*.

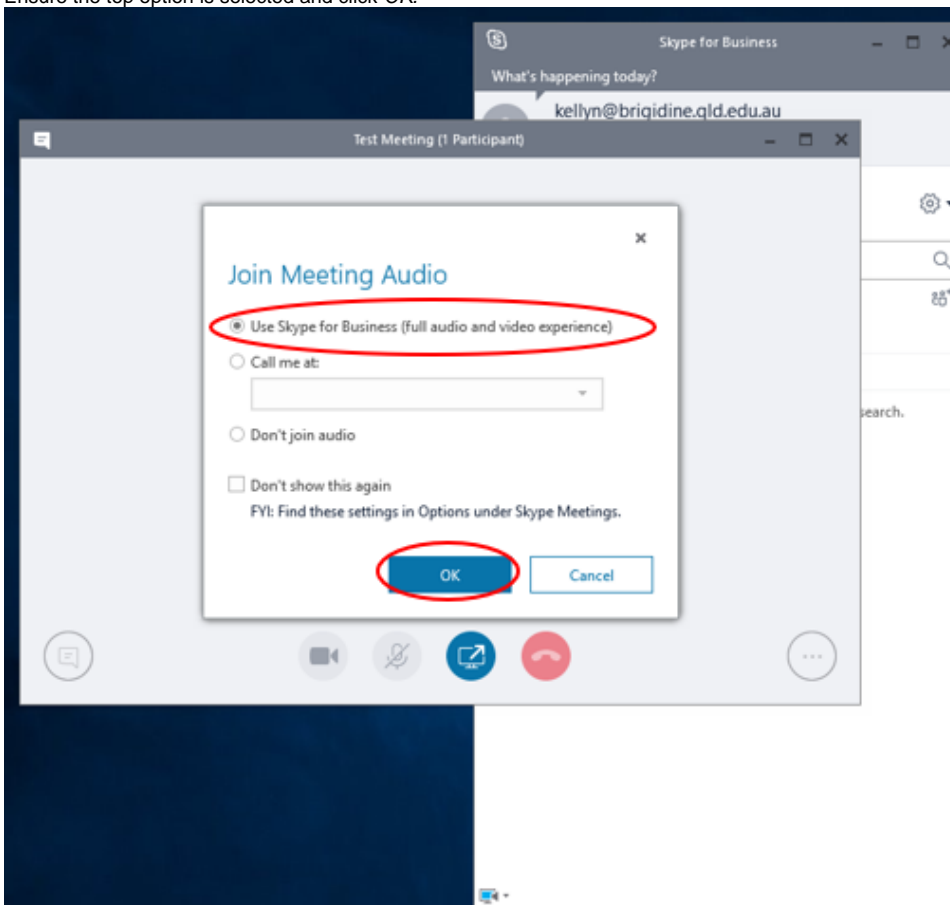
## Microsoft Outlook

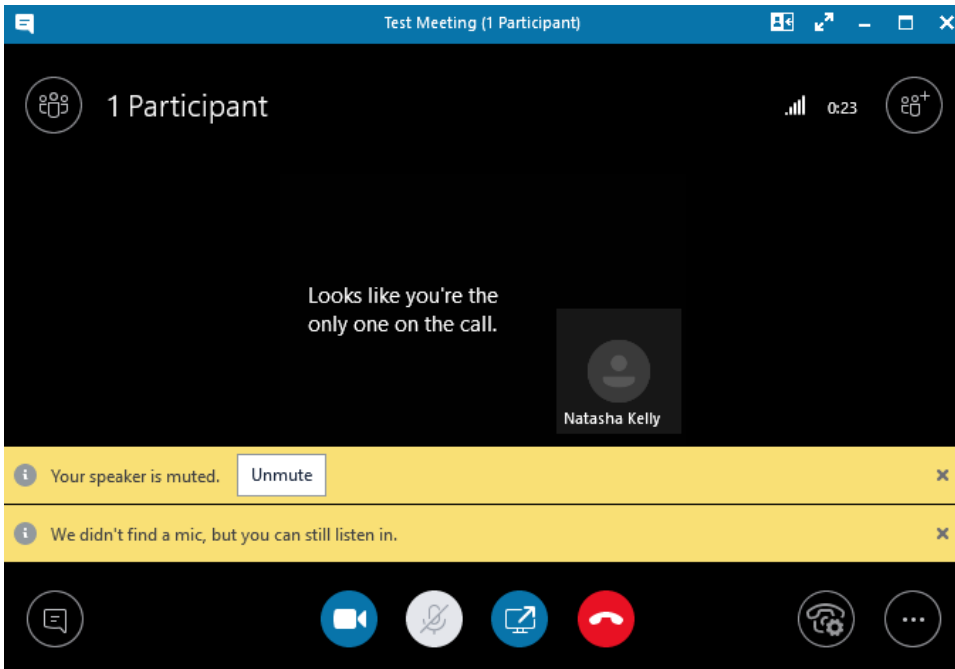
 Do you want to send this meeting request without a location?

5. To join your created meeting open *Skype for Business*:  
Click on the *Calendar* tab.  
Click *Join* to join the meeting.



6. Skype for Business should pop up.  
Ensure the top option is selected and click OK.





You have now joined the meeting.

## Instructions to Join a Skype Meeting

1. Open the meeting email sent to you.
2. Click *Try Skype Web App*.

### Meeting for screenshots



**James Weber**

Today, 9:57 AM

Natasha Kelly ▾

Required: James Weber; Natasha Kelly ▾



**When:** Thu 3/29/2018 10:15a - 10:30a

**Where:** Skype Meeting

✓ Accept

? Tentative

✗ Decline

🕒 Propose new time

[Show conflicts](#)

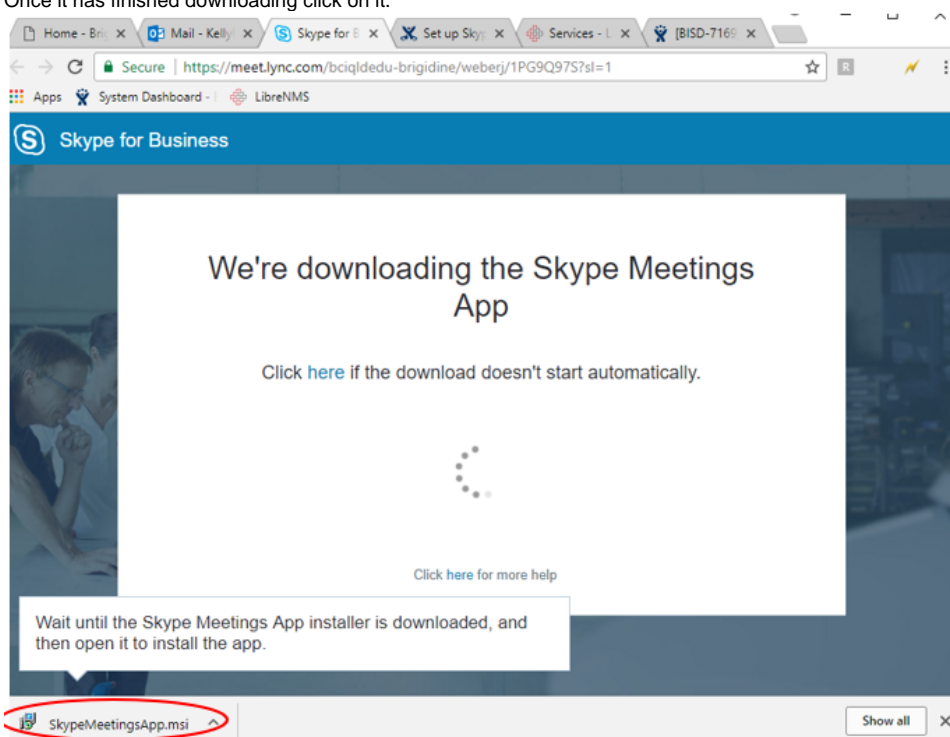
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→ [Join Skype Meeting](#)

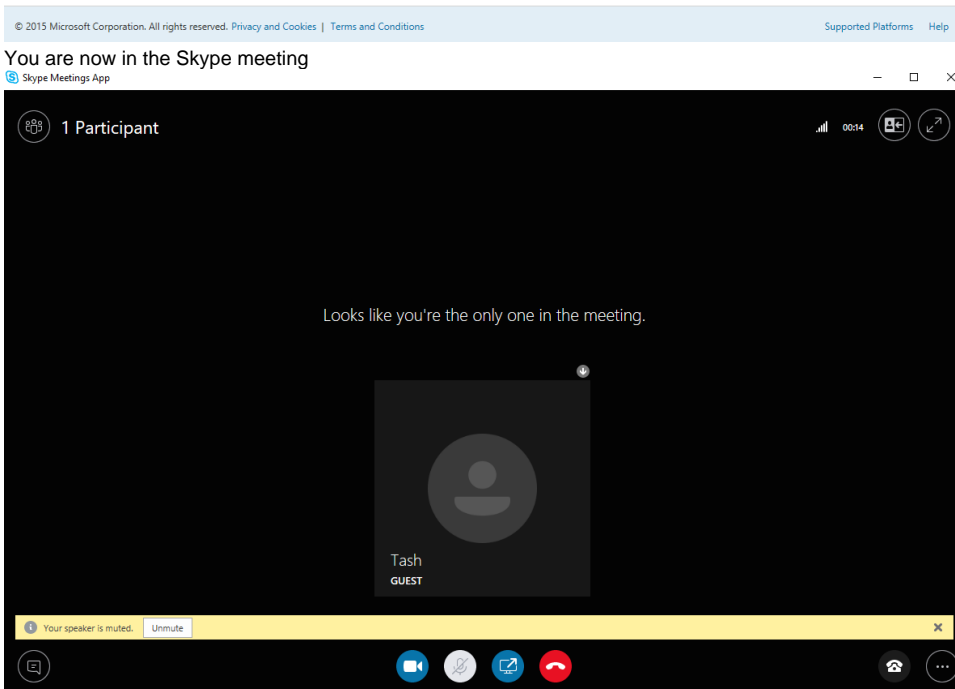
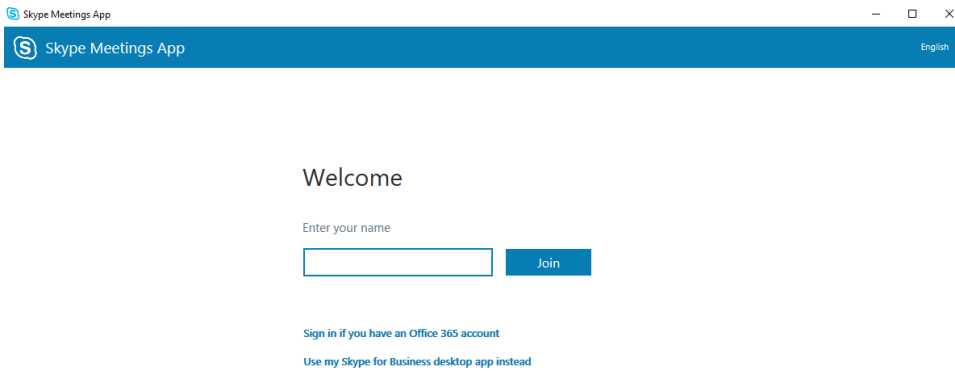
Trouble Joining? [Try Skype Web App](#)

[Help](#)

- The link should direct you to a *Skype for Business* page and automatically begin downloading *SkypeMeetingsApp.msi*. Once it has finished downloading click on it.



- Let it install, once it has installed a window should pop up. Enter your name into the space it provides and click *Join*.



## Related articles

- [Set up Skype Meetings](#)