

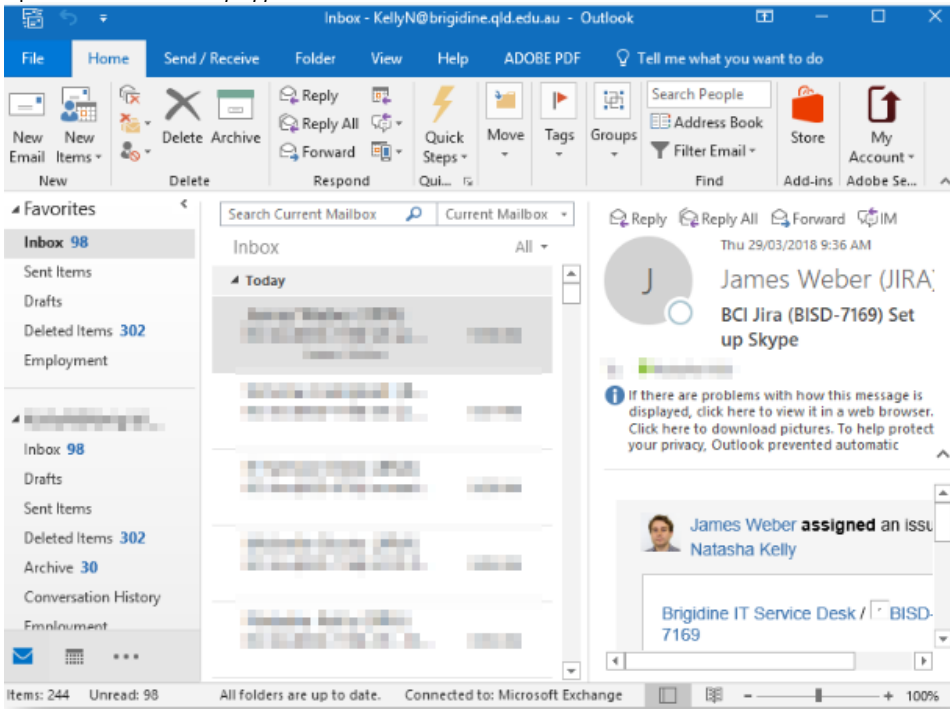
# Set up Skype Meetings

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

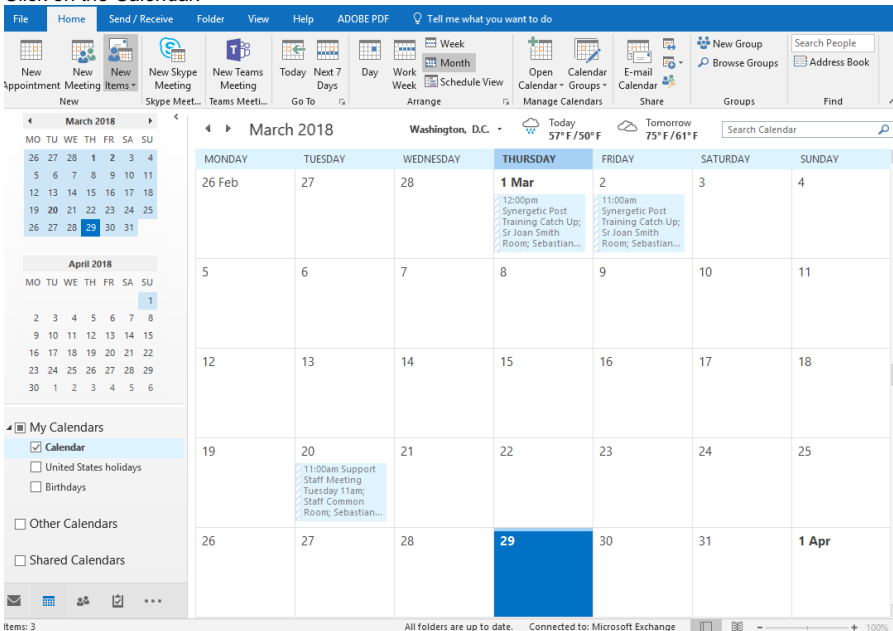
Use the first set of instructions to create/ schedule a Skype Meeting, send the second set of instructions to all members of the meeting.

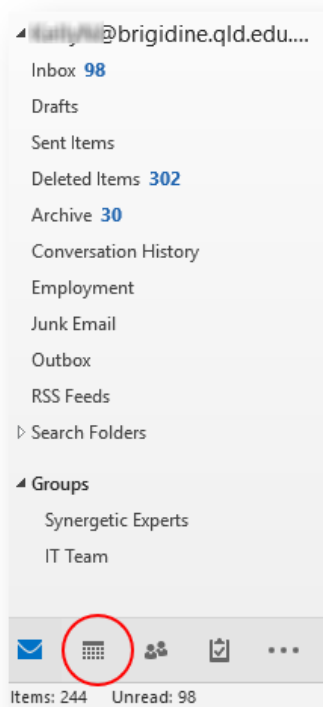
## Instructions to Create a Skype Meeting

1. Open the *Outlook desktop app*.

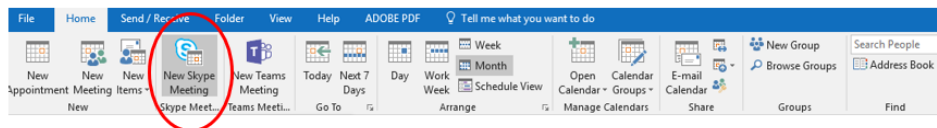


2. Click on the *Calendar*.





3. Click *New Skype Meeting*.



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

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

**To...** brigidine.qld.edu...

**Subject** Test Meeting

**Location**

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

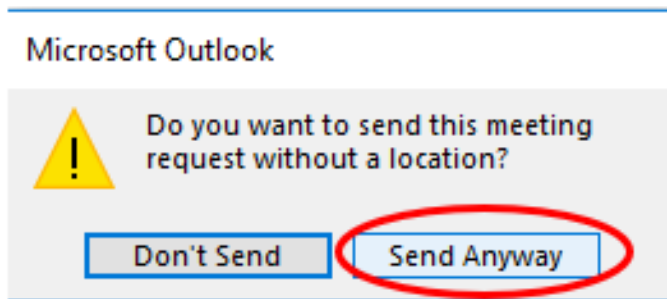
**End time** Thu 29/03/2018 10:20 AM

[Join Skype Meeting](#)

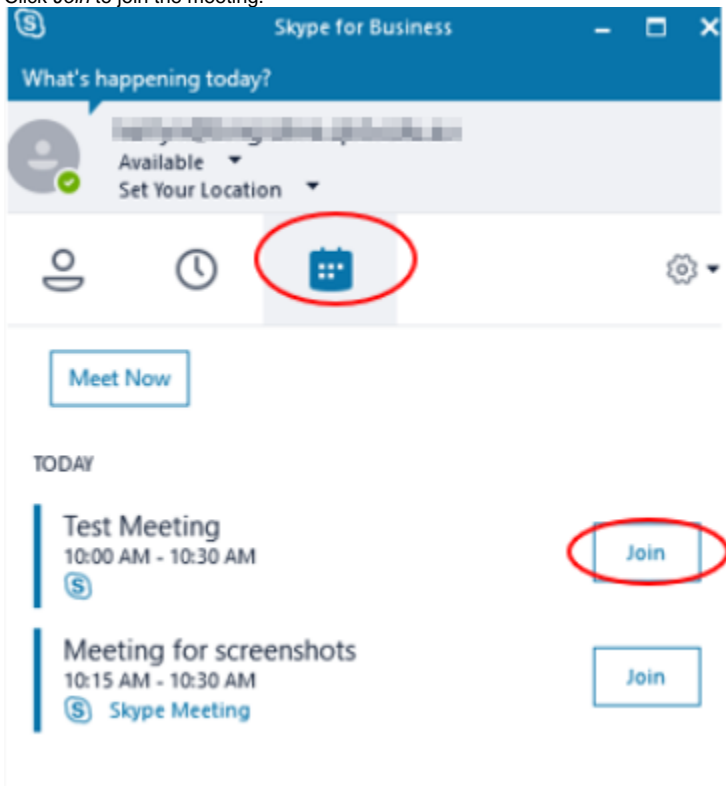
Trouble Joining? [Try Skype Web App](#)

[Help](#)

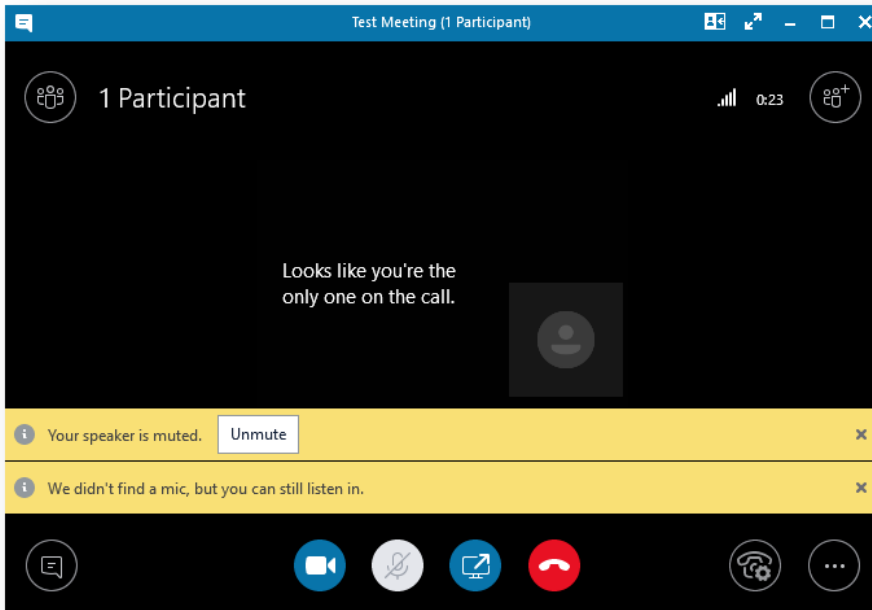
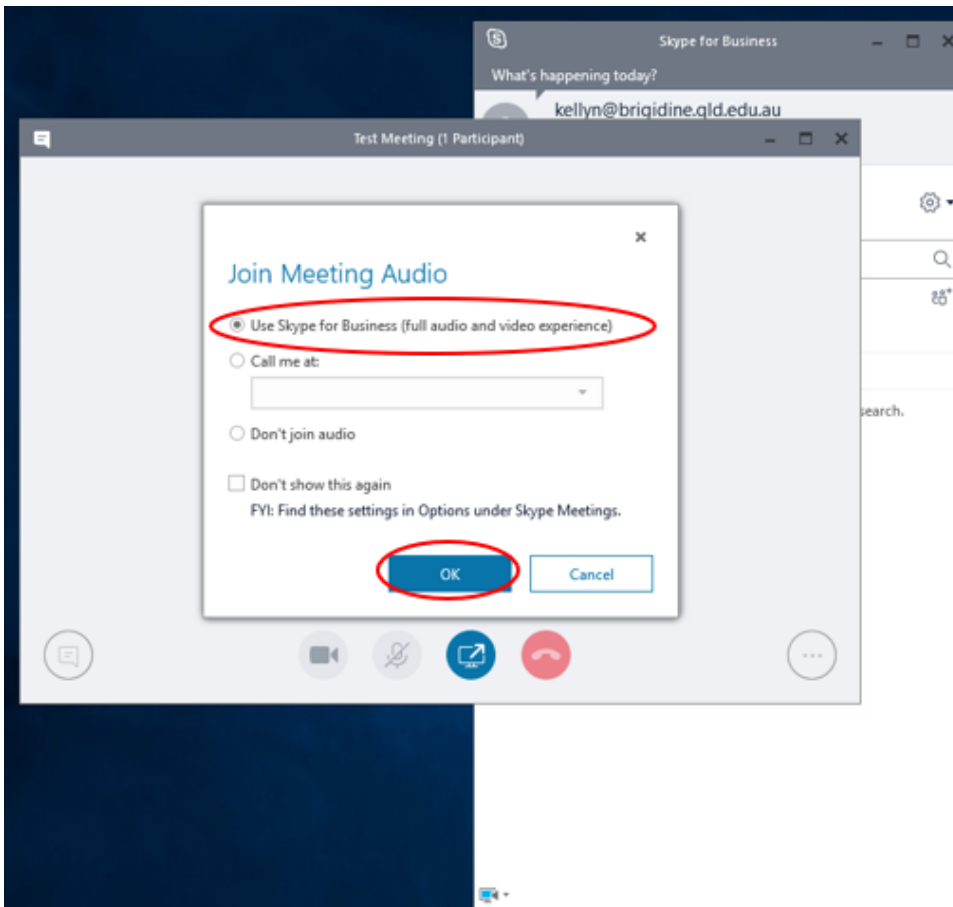
Note it is not necessary to specify a location, click *Send Anyway*.



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*.

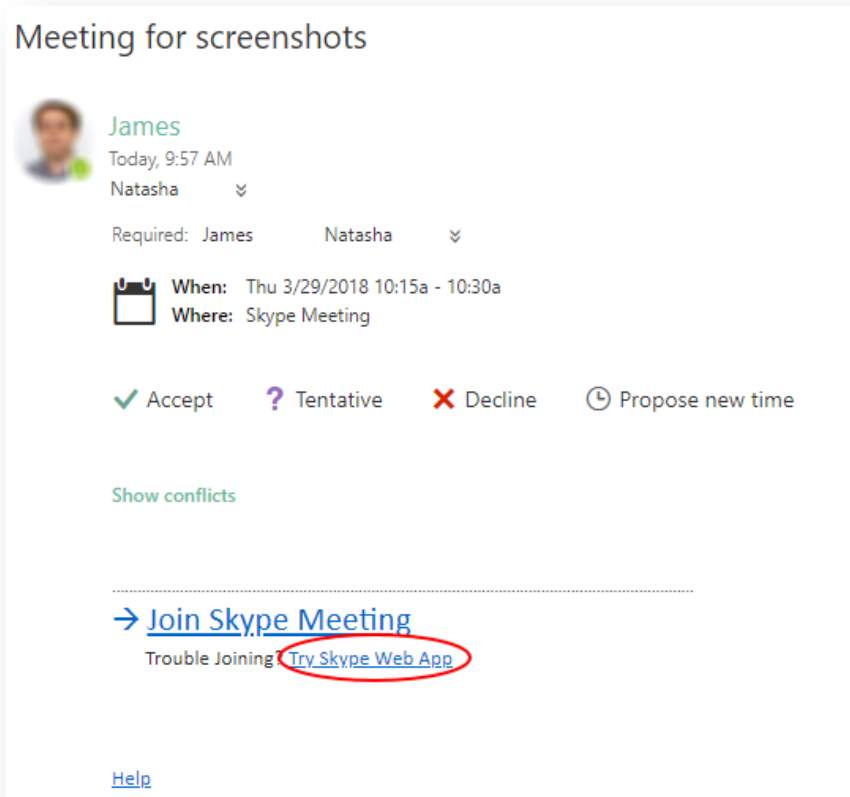


You have now joined the meeting.

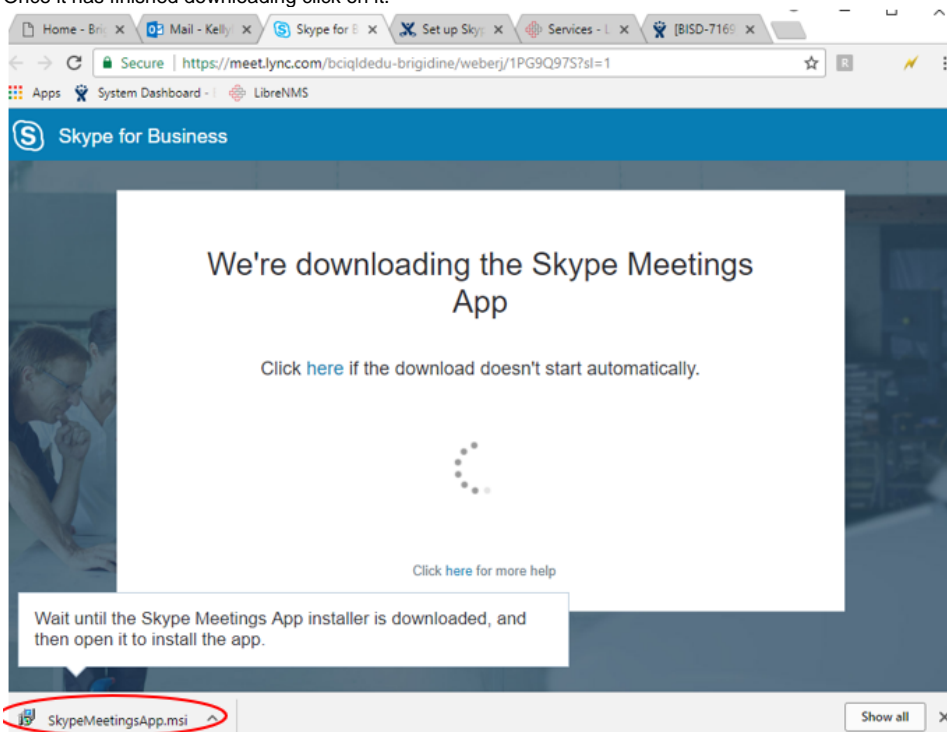
## Instructions to Join a Skype Meeting

1. Open the meeting email sent to you.

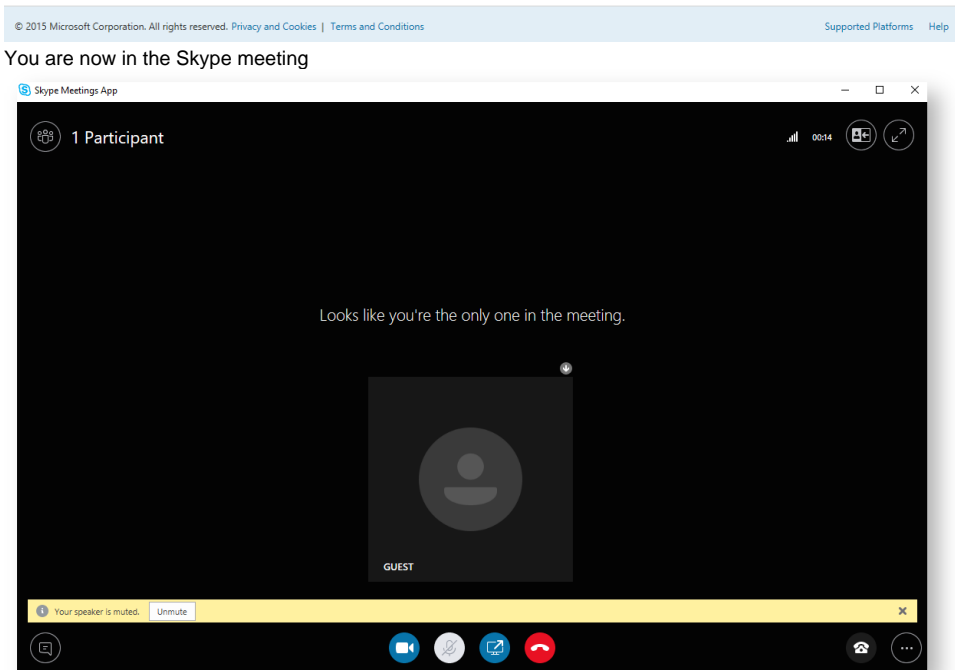
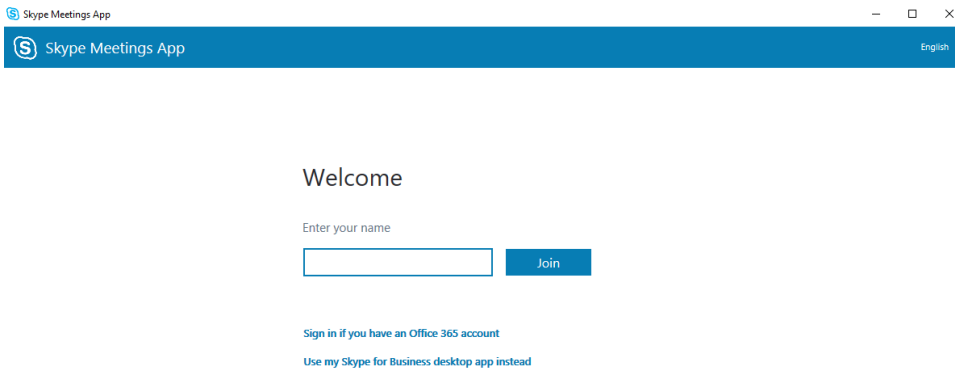
2. Click *Try Skype Web App*.



3. 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.



4. 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](#)