

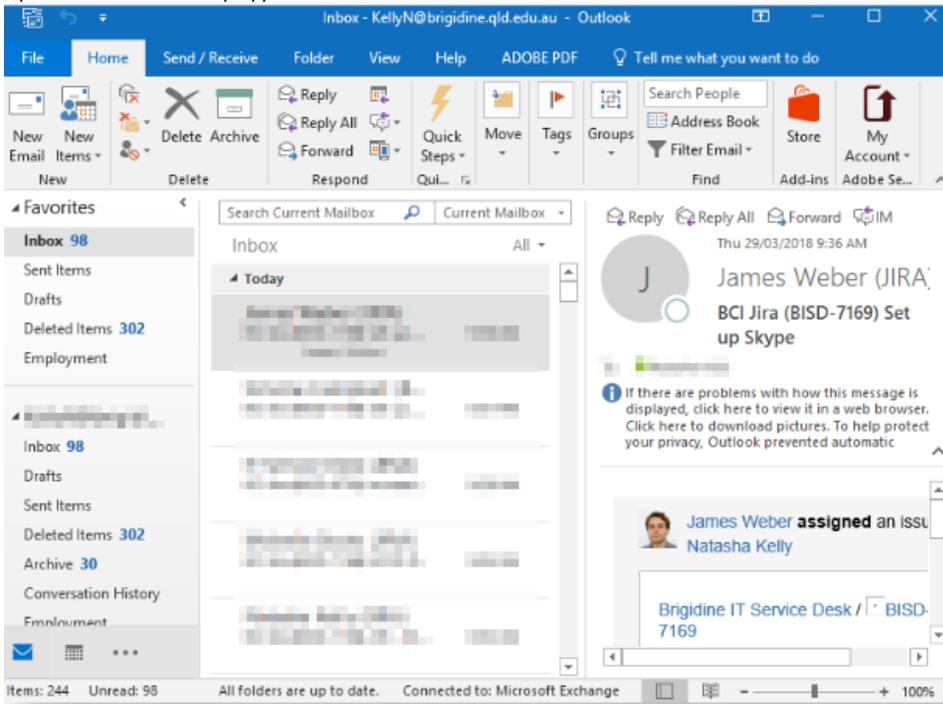
Set up Skype Meetings

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

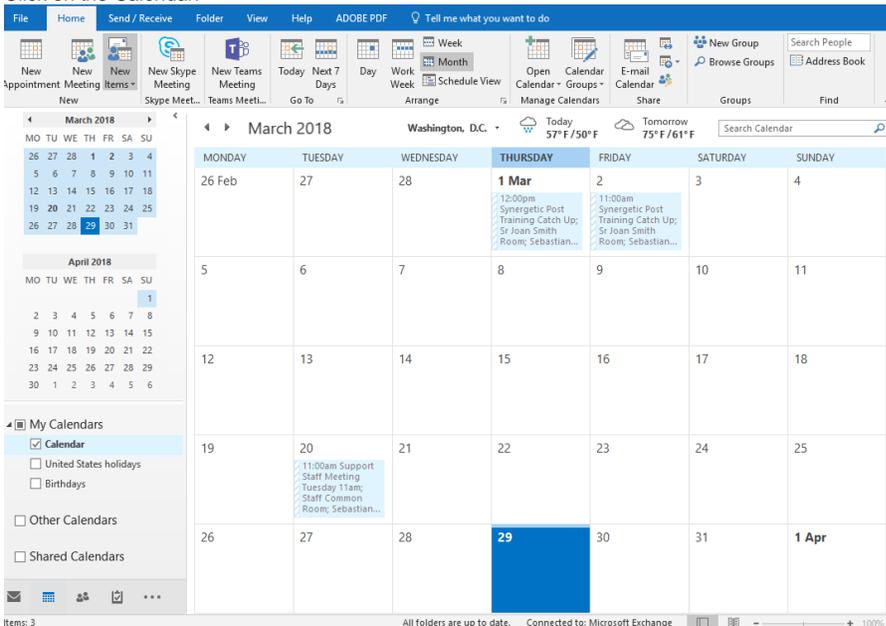
Use the first set of instructions to create/ schedule a Skype Meeting, send the second set of instructions to all members of the meeting.

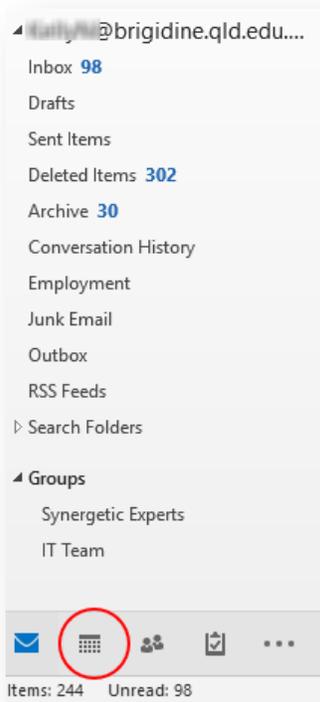
Instructions to Create a Skype Meeting

1. Open the *Outlook desktop app*.

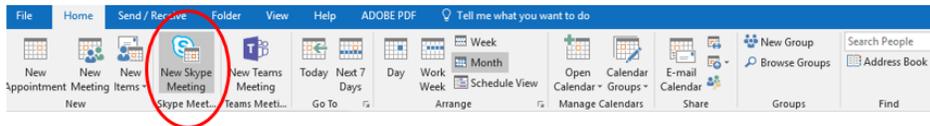


2. Click on the *Calendar*.

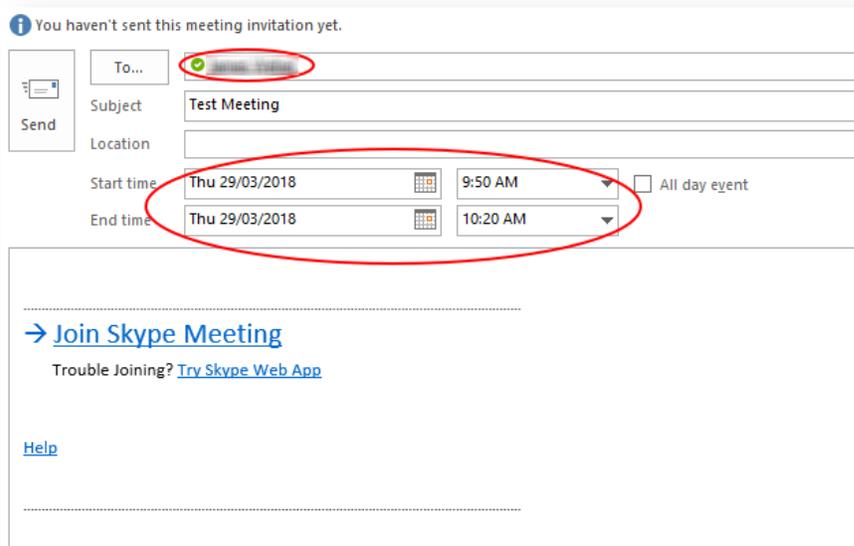




3. Click *New Skype Meeting*.

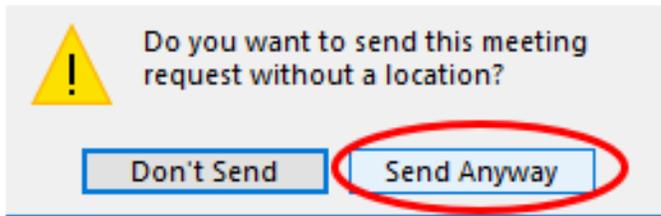


4. Enter the *date*, *time*, *subject* and *address* the email to **who you are holding the meeting with**.

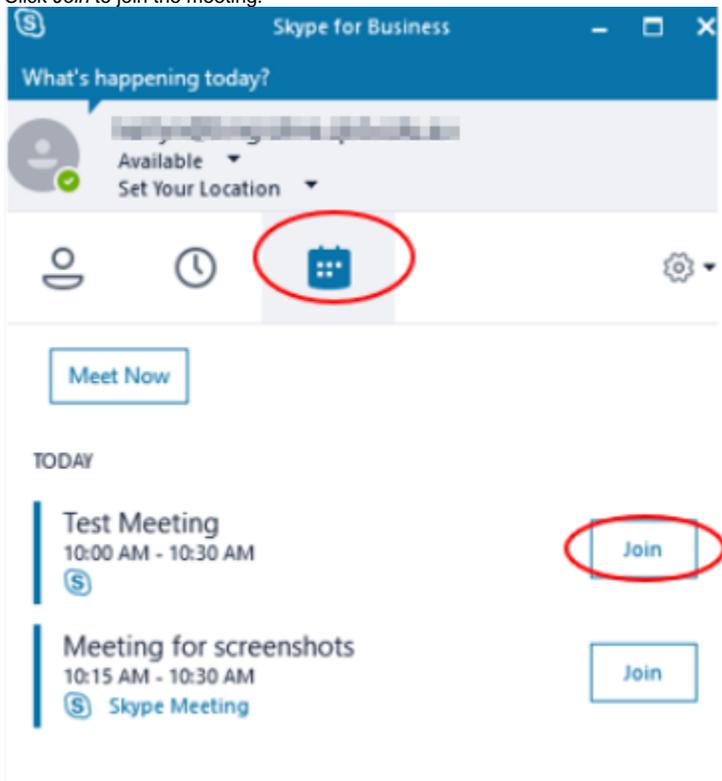


Note it is not necessary to specify a location, click *Send Anyway*.

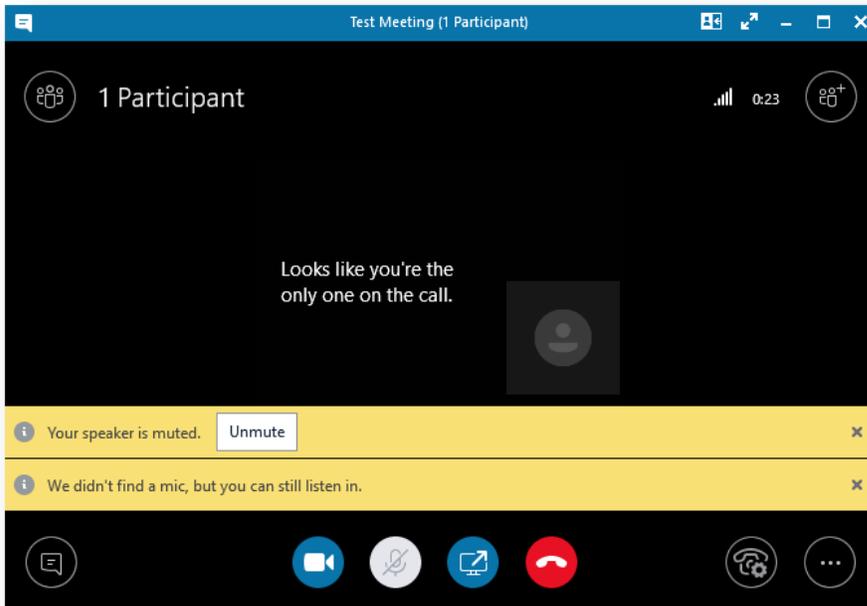
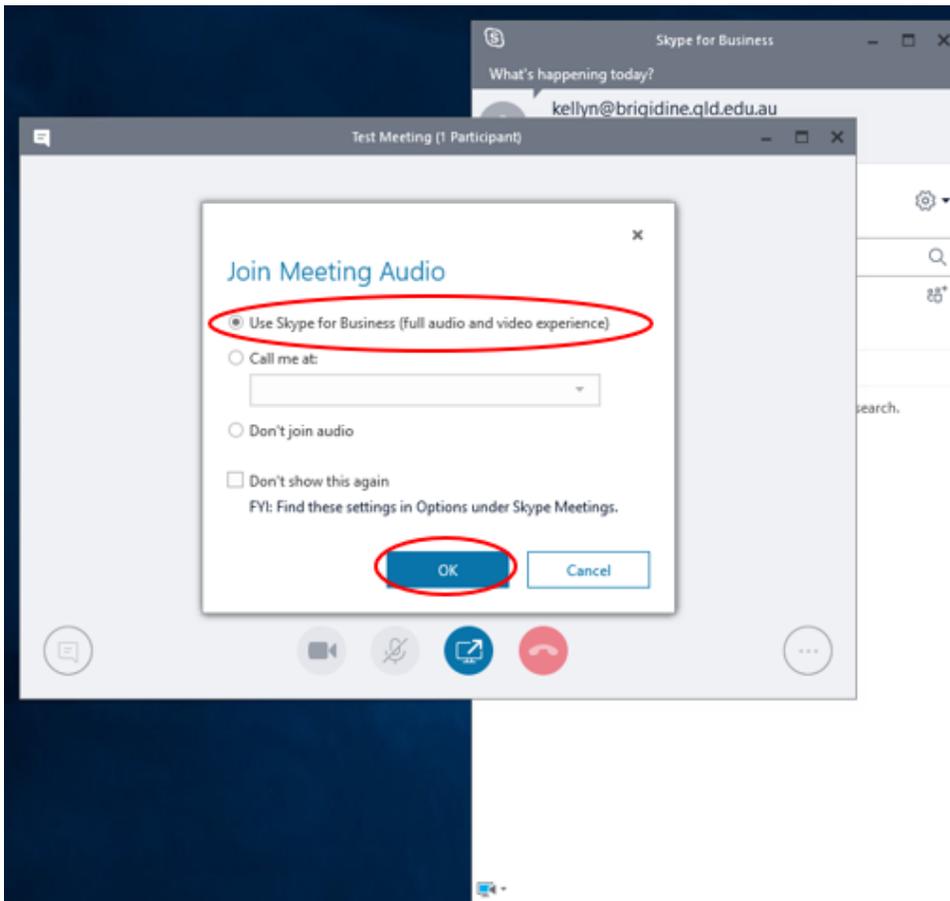
Microsoft Outlook



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*.

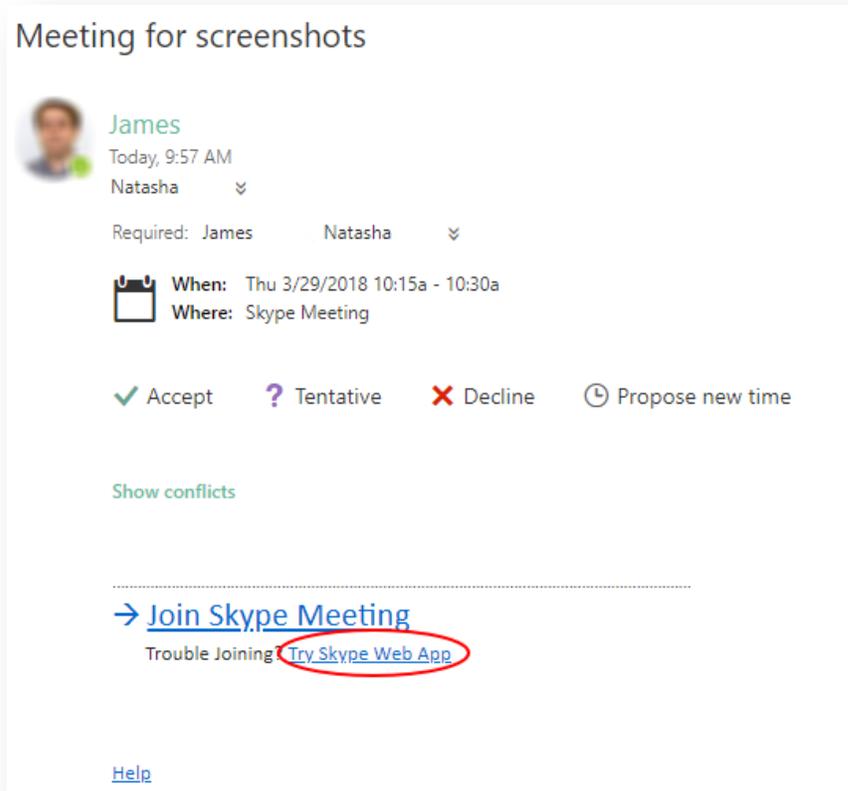


You have now joined the meeting.

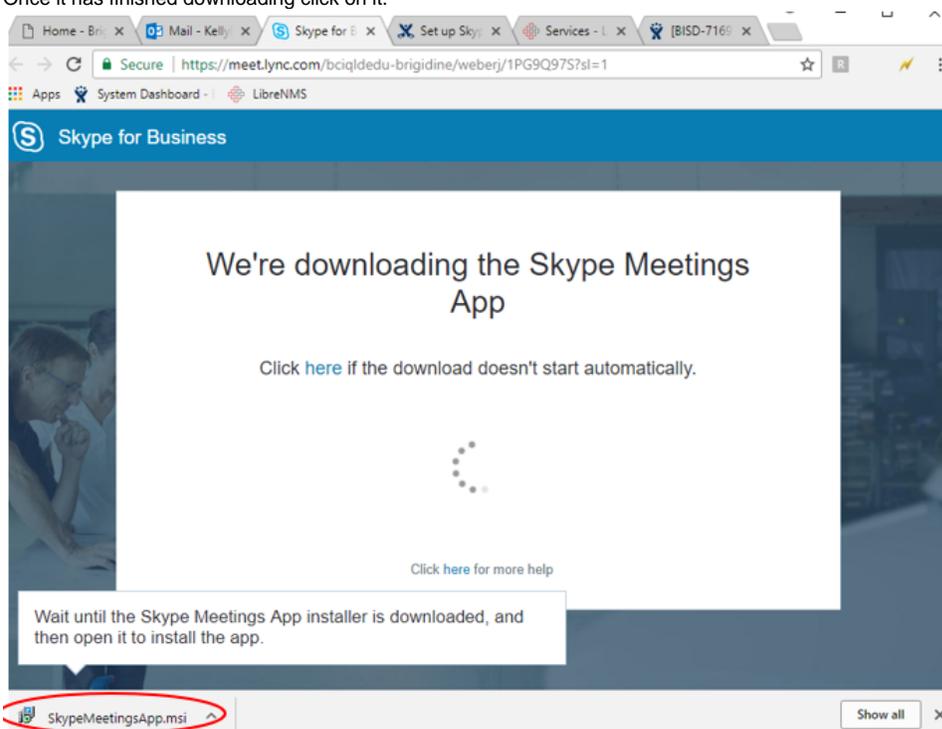
Instructions to Join a Skype Meeting

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.



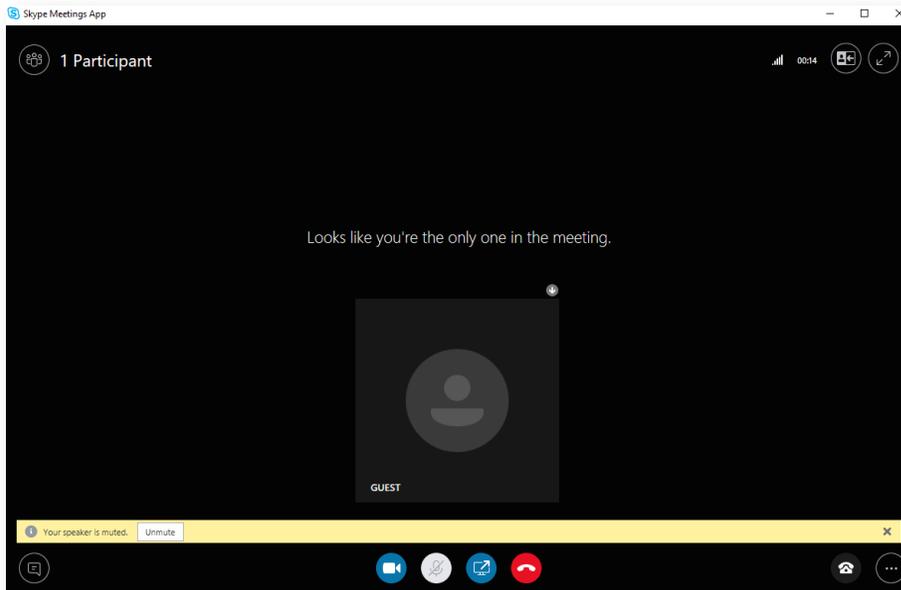
4. Let it install, once it has installed a window should pop up. Enter your name into the space it provides and click *Join*.

Welcome

Enter your name

[Sign in if you have an Office 365 account](#)
[Use my Skype for Business desktop app instead](#)

You are now in the Skype meeting



Related articles

- [Set up Skype Meetings](#)