

Microsoft Skype for Business

Microsoft Outlook

On the Home Tab in Outlook, click New Items – Meeting.

1. A new window pops up with your untitled meeting.
2. Enter the necessary information for the meeting (invitees, subject, location, date, time).
3. From the ribbon, click **Skype Meeting**
4. The body of your meeting invitation will be populated with Skype meeting information and the Skype Meeting button will change to **Join Skype Meeting** (see the following figure). Depending on your organization's set up, you may or may not see the Join by phone option.
5. Click the **Send** button to send the meeting invitation

Occurs every Saturday effective 4/9/2016 until 6/11/2016 from 7:00 PM to 8:00 PM
No responses have been received for this meeting.

From: jennifer.reed@cloud611.com
To: Gepind P. Requierme
Subject: Gepind/Jenn Weekly Work Assignments Meeting and Check-in
Location: Skype Meeting
Start time: Sat 4/16/2016 7:00 PM All day event
End time: Sat 4/16/2016 8:00 PM

[→ Join Skype Meeting](#)
This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone

1-800-487-3261 - CA_US (Global Dial-in Conference Region)	English (United States)
1-800-487-3261 - MN_US (Global Dial-in Conference Region)	English (United States)
1-800-487-3261 - NY_US (Global Dial-in Conference Region)	English (United States)
1-800-487-3261 - TX_US (Global Dial-in Conference Region)	English (United States)
1-800-487-3261 - WA_US (Global Dial-in Conference Region)	English (United States)

