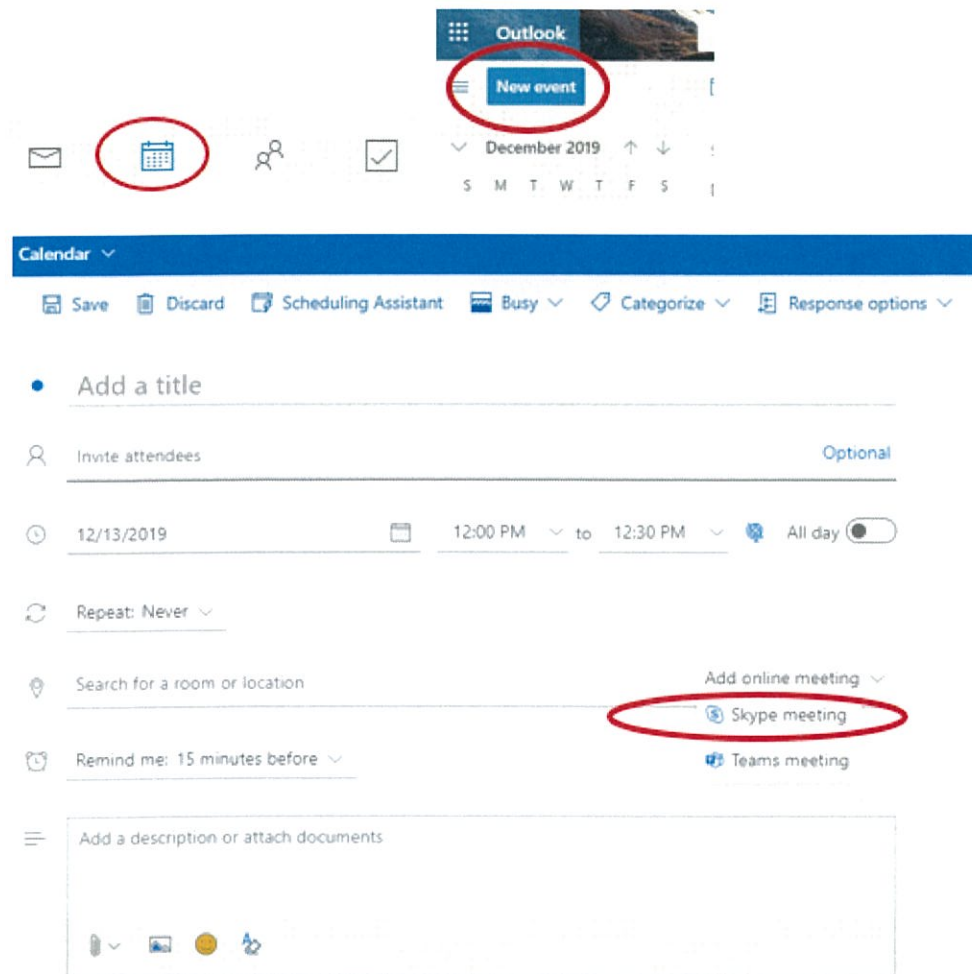
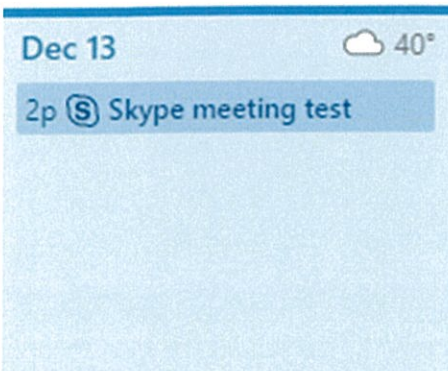


SKYPE instructions from Outlook Online

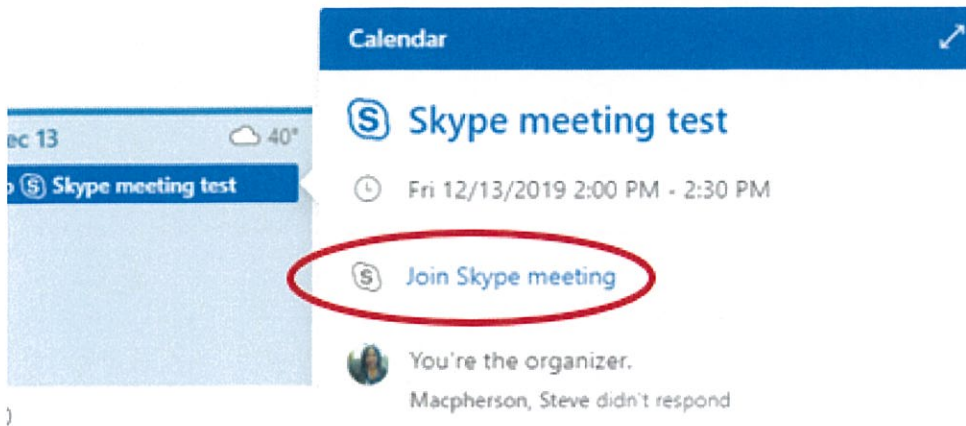
Go to your calendar and create meeting by clicking on “New Event”. Next, add meeting title, attendees, date, time, whether the meeting repeats. Next, select Add online meeting -Skype meeting.



On your calendar, you will see the newly created SKYPE meeting



Log into your SKYPE meeting 15 minutes before it starts by clicking on “Join Skype meeting



If this is the first time you are accessing Skype, the app installer will appear

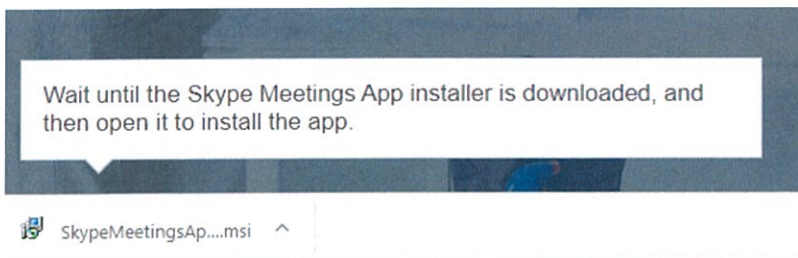
We're downloading the app installer.

Click [here](#) if the download doesn't start automatically.

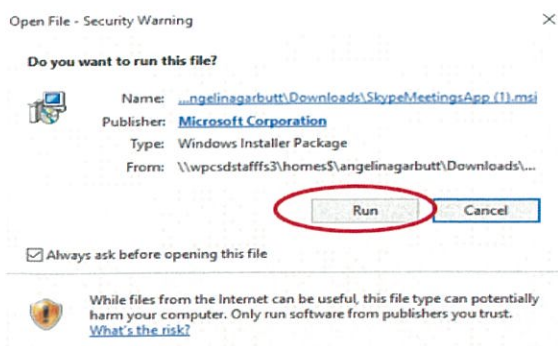


After you have installed the app, click [here](#) to join the meeting.

Click [here](#) for more help



Click on the “Skypemeetingapp” program and click “Run”



Enter your name and meeting entry information – Here you can indicate how you would like the participants to join the Video call and provide a telephone number , if preferred.

Skype Meetings App

Skype Meetings App

Welcome

Enter your name

Angelina

Join

Sign in if you have an Office 365 account

Use my Skype for Business desktop app instead

Meeting Entry Information...

Meeting Options...

Change Audio Connection

Exit Meeting

Switch to Audio only

Help

Report an Issue

About

Meeting Entry Information...



Join Skype Meeting

<https://meet.lync.com/livewpcsdk12ny-wpcsd/angelinagarbutt/140SJ110>

Join by Phone

Organizer: Garbutt, Angelina

Close

Meeting Entry Information...

Meeting Options...

Change Audio Connection

Exit Meeting

Switch to Audio only

Help

Report an Issue

About

Options X

General

Instant messages

Audio device Show emoticons in messages

Video device

Help your support team help you

Turn on logging Learn More

Options

General

Audio device

Select the device you want to use for audio calls: Learn More

Speakers / Headphones (Realtek Audio), Micr...

Customize your device

Select the device you want to use for audio calls:

Speaker

Microphone

Allow stereo audio playback when available

Options

General

Video device

Select the camera you want to use for video calls: Learn More

Crop and center my video in meetings

Exit Skype meeting when you're done.

Meeting Entry Information...

Meeting Options...

Change Audio Connection

Exit Meeting

Switch to Audio only

Help

Report an Issue

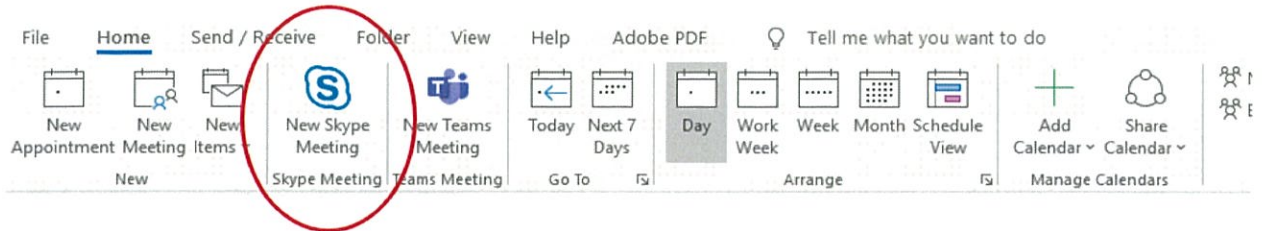
About

Save Your Name and Settings X

Would you like to save your name and meeting settings to use for future meetings from this computer?

Outlook Desktop Version

Go to your Calendar options and Select “New Skype Meeting”



Enter Title – Attendees – and Date and Time of the meeting, just like you would for a regular meeting. A link to the Skype meeting will be added automatically to the calendar notice that all meeting participants can use (indicated below).

Include a meeting number in the meeting notice for the participants who prefer to call into meeting. The participants can also use the speakers on his or her computer to join the meeting.

Please note that you will need a camera on your computer if you want the participants to see you and the participants will need a camera on their computer in order for you to see them.

A screenshot of the Outlook Desktop 'Meeting' ribbon. The 'Meeting' tab is selected. The ribbon includes buttons for 'Cancel Meeting', 'Forward', 'Join Skype Meeting', 'Meeting Options', 'Teams Meeting', 'Meeting Notes', 'Contact Attendees', 'Address Book', 'Check Names', 'Response Options', and 'Show As'. Below the ribbon, a message box states: 'No responses have been received for this meeting. This appointment conflicts with another one on your calendar.' The meeting form is displayed with the following fields: Title: 'skype meeting test'; Required attendees: 'Garbutt, Angelina'; Start time: 'Wed 1/8/2020 1:30 PM'; End time: 'Wed 1/8/2020 2:00 PM'; Location: 'Skype Meeting'. A 'Send Update' button is on the left. At the bottom, there is a 'Join Skype Meeting' link circled in red, with a sub-link 'Trouble Joining? Try Skype Web App'. A 'Help' link is also present.