Scheduling a Skype Meeting in Outlook

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Schedule a Skype for Business meeting using Outlook

1. Open Outlook, and go to your calendar.

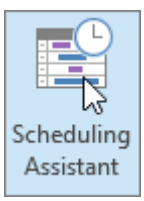
2. On the **Home** tab, in the **Skype Meeting** section, select **New Skype Meeting**. If you don't see the **Skype Meeting** section, then you need to install Skype for Business.

3. Set up the meeting as you typically would:

    - In the **To** box, type the email address of each person you're inviting, separated by semicolons.
    - In the **Subject** box, type a name for the meeting.
    - In the **Location** box, include location for in-person attendees (optional)
    - Select a start time and end time.

      Notes:

        - To look for a time that works for everyone, select **Scheduling Assistant**, in the **Show** section on the **Meeting** tab.



4. In the meeting area, type an agenda. Be careful not to change any of the Skype for Business meeting information.

   Important:

   - Scheduling a meeting with the default options, like we just did, is suitable for small, internal meetings, such as casual meetings with a few coworkers. If you have a meeting with people outside your company, or you're scheduling a large event, change the meeting options before sending the invites to better fit your meeting requirements. In the meeting request, on the **Skype Meeting** section on the **Meeting** tab, select **Meeting Options**, and then select the appropriate options.

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5. (Optional) Preload your meeting attachments. That way, when participants join the meeting, everything is ready to go. See Preload attachments for a Skype for Business meeting.

6. (Optional) In the **Show** section of the **Meeting** ribbon, select **Scheduling Assistant** to make sure you have the best time for the meeting.

7. You're almost done. Just double-check the information and select **Send**.