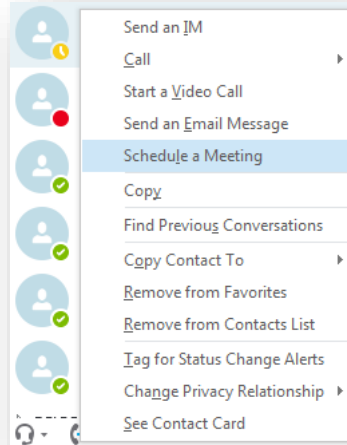


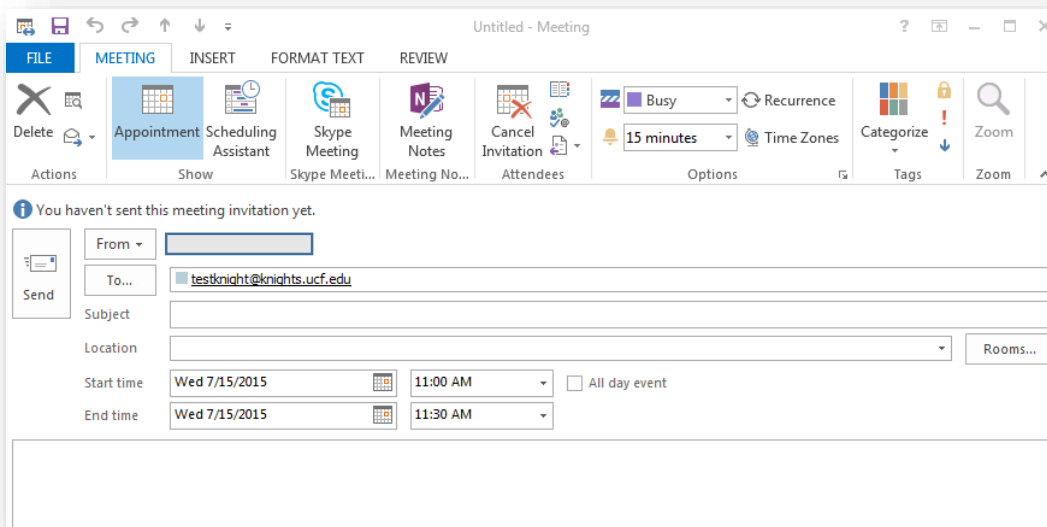
# Skype for Business – Meetings

## Scheduling Meetings in Skype for Business Client

To set up a meeting in Skype for Business, right click on a contact and select **Schedule a Meeting**.



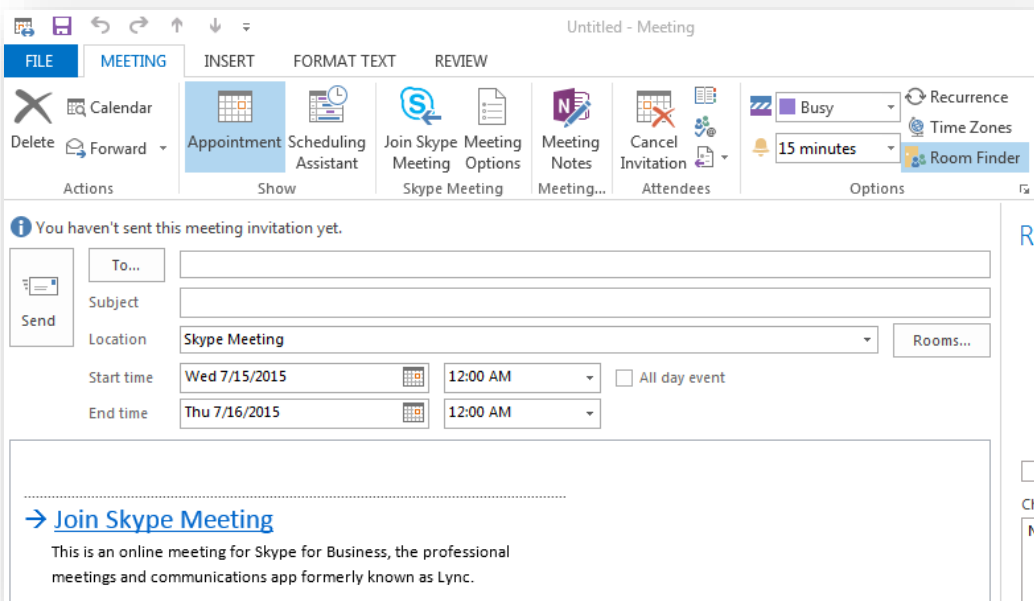
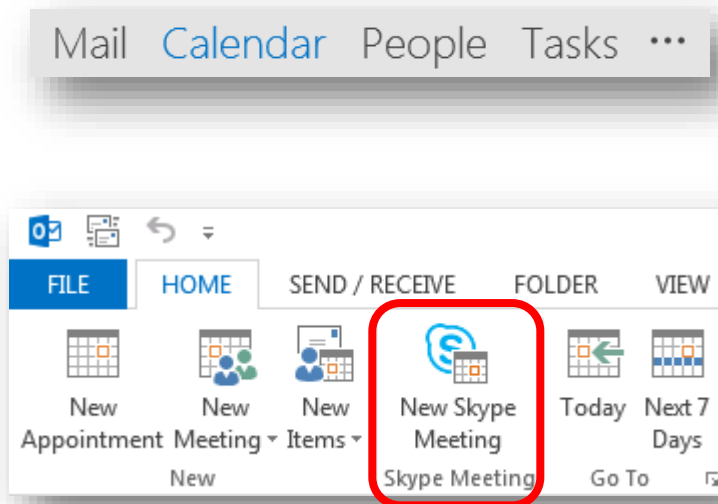
Your Outlook client will open this meeting box where the contact will receive a meeting request upon sending.



The contact(s) that you used to send will appear as a recipient and will receive an alert about the meeting. You can set the date, time, and location, as well as add more recipients, provide a reminder, and give any notes necessary to help set up your meeting.

## Scheduling a Skype for Business Meeting in Outlook Client

To schedule a meeting in Outlook that will send an alert to your recipients' Skype for Business, click on your Calendar, **Home**, and then **New Skype Meeting**.



Like the scheduling meeting accessory in Skype for Business, Outlook provides the same set-up.

For more information on Skype for Business meetings, select Help in the Skype for Business main window and then click Skype for Business Help.

EXAMPLE      Untitled - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Delete Forward Appointment Scheduling Assistant Join Skype Meeting Meeting Options Cancel Invitation Address Book Check Names Response Options

Actions Show Skype Meeting Attendees Options

Show As: Busy      Reminder: 15 minutes

You haven't sent this meeting invitation yet.

To...

Subject

Send

Location: Skype Meeting

Start time: Wed 5/16/2018 12:00 AM  All day event

End time: Thu 5/17/2018 12:00 AM

→ [Join Skype Meeting](#)

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

Join by phone

[\(407\) 823-0080](#) (Orlando, FL)

English (United States)

[Find a local number](#)

Conference ID: 5266788

[Forgot your dial-in PIN?](#) | [Help](#)

PIN for conference so callers can join.



EXAMPLE