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.
You haven't sent this meeting invitation yet.

To: [recipient]
Subject: [subject]
Location: Skype Meeting
Start time: Wed 5/16/2018 12:00 AM
End time: Thu 5/17/2018 12:00 AM

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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

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PIN for conference so callers can join.