

Skype for Business

Creating and Joining a Skype for Business Meeting



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Create A Skype for Business Meeting

Outlook 2013/2016 for PC

- 1. Make sure Skype for Business is open. Then in Outlook navigate to the Calendar.
- 2. Select the Home tab and click New Skype Meeting.



- 3. Set up the Skype for Business meeting just as you would a regular meeting.
 - Include attendees in the To: field
 - Title the meeting within the subject line
 - Select a start time and end time
 - Type an agenda in the meeting area
 - NOTE: Do not change the Skype Meeting information that is already in the agenda area.
- 4. Click Send when done.

	<mark>ኇ ወ</mark> ተ	↓ =		Test Meet	ing - Call In - Meetir	ng		[± – –	×
	Meeting	Insert Form	nat Text Review	Developer	♀ Tell me what y	ou want to do				
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🕤 You	haven't sent th	is meeting invitatio	n yet.					Ro	om Finder	-
	From +	d.rubin3@miami.e	edu						October 2017	۶.
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Jena	Subject	Test Meeting - Ca	ill In] 1	2 3 4 5 6	7
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	End time	Tue 10/24/2017		12:00 PM	-				Good 🔤 Fair 🔛	Poor
This	neeting is to	discuss tomorrow	's announcement.				-	Cho	ose an available roo	m:
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Outlook 2016 for Mac

- 1. Open Outlook and navigate to the Calendar.
- 2. On the **Home** tab, select **Meeting**.



3. On the invitation page, select **Online Meeting > Add Online Meeting**.

• • •	ю си 6	Untitled • Meeting • Test 2
Organizer	Meeting Format Text	
		Show As: Busy
Send Cancel	Appointment Scheduling New Reg Email All	Add Online Meeting
From:	Test 2 (Test 2)	Set Access Permiss
To:		Remove Online Meeting
Subject:		Join Online Meeting
Location:		



- 4. Set up the Skype for Business meeting just as you would a regular meeting.
 - Include attendees in the To: field
 - Title the meeting within the subject line
 - Select a start time and end time
 - Type an agenda in the meeting area
 - NOTE: Do not change the Skype Meeting information that is already in the agenda area.
- 5. Click Send when done.

● ● ○ ⊭	<u>ଜର</u> 😫		Test Meeting -	Call In • Meeting • Tes	t 2		
Organizer Me	eeting Format Text						(?) ^
Send Cancel	Appointment Scheduling	New Reply Email All Meeting	Show As:	Busy +	nce Request Allow R Responses Proposal Fi	oom 🗞 🔒	GIPHY New Meeting Poll
om: Te	est 2 (Test 2)	\$					
To:	O Test Office 365 Acco	unt 🔍 Ibis, Sebastian					
bject: Te	est Meeting - Call In						
ation: Or	Inline Meeting						-
tarts: 10/	0/23/ 2017 🔲 3:30 PM	All day event					
Ends: 10/	0/23/ 2017 💼 4:00 PM	Duration: 30 Minutes					
This invitation	on has not been sent.						
Join online https://meet.lyn	e meeting nc.com/miamiedu/	/PFCKTX94					



Outlook Web App (http://email.miami.edu)

- 1. Go to http://email.miami.edu and provide your caneID and password when prompted.
- 2. Once logged in, click the waffle icon in the top left corner of the page and select **Calendar**.



3. On the calendar page, select New > Calendar event.



4. On the Set up an appointment page, select Add Skype meeting.





5. At the top of the meeting you will see a message similar to "Your Skype meeting has been created. We'll add joining details after the invitation is sent."

🖪 Save	🛅 Discard	0 Attach	S Remove Skype meeting	Charm ∨	Cat
Your	Skype meeting ha	s been created.	We'll add joining details after the in	vitation is sent.	
Details	5				Fe

- 6. Fill in the meeting title, location (if you'll have in-person attendees), and the start and end times.
- 7. Click **Send** when done.



Join A Skype for Business Meeting

Outlook 2013/2016 for PC

- 1. Select the meeting within your Outlook calendar
- 2. Open the meeting request
- 3. Click Join Skype Meeting.

🔒 5 C 🕈	↓ =		Test M	eeting - Call In -	Meeting			Ŧ	-		\times
File Meeting	Insert Format Text	Review	Developer	♀ Tell me	what you want	t to do					
Save & Delete Cose	Appointment Scheduling Assistant	Join Skype Meeting Skype Meeti	Meeting Notes Meeting	 Accept • ? Tentative • X Decline • 	Propose New Time *	Respond	Busy 5 minutes	→ → Re → E → E → E → E → E → E → E	ecurrence me Zones	Tags	
Accepted on 10/24	/2017 10:38 AM.										
Organizer 📕 Rubin,	Dianne C							Sent	Tue 10/24/2	2017 10:3	6 AM
Subject Test Mee	ting - Call In										
Location Skype Me	eting										-
Start time Tue 10/24	4/2017	11:00 AM	•	All day event							
End time Tue 10/24	4/2017	12:00 PM	-								
This meeting is to → Join Skype Trouble Joining?	discuss tomorrow's anno e Meeting ? Try Skype Web App Calendar - testo365@miami	uncement.									•



- 4. Skype for Business will launch. Select "Use Skype for Business (full audio and video experience) in the **Join Meeting Audio** window that appears. Click **OK**.
- 5. You will then join the meeting.

× Join Meeting Audio
 Use Skype for Business (full audio and video experience)
Call me at:
 Don't join audio Don't show this again
FYI: Find these settings in Options under Skype Meetings.
OK Cancel



Outlook 2016 for Mac

- 1. Open Outlook and navigate to the Calendar.
- 2. Open the meeting request
- 3. Click the Online Meeting button and select Join Online Meeting.

Attendee	🔒 🗠 🖼 🛱 Test Meeting - Call In • Meeting Meeting Format Text
Delete App	ointment Scheduling Join Online Accept Tentative Decline Propose New Time Al
Subject:	Test Meeting - Call In
Location:	Online Meeting
Organizer:	O Test 2 <test2@umail.miami.edu></test2@umail.miami.edu>
Starts:	10/23/ 2017 3:30 PM All day event
Ends:	10/23/ 2017 (1) 4:00 PM Duration: 30 Minutes ~
E Accepted	on 10/23/17, 3:34 PM.
This meeting Join onli https://meet	is to discuss yesterday's event.



4. A Skype for Business web page will appear stating your meeting is opening in a new window.



5. Click **Open Skype for Business** in the Open Skype for Business window that appears.

Open Skype for Business? Remember my choice for Skype for Business links Dop't open
Don't open Open Skype for Business



6. Select "Use Skype for Business (full audio and video experience) in the **Join Meeting Audio** window that appears. Click **Join** and the meeting with launch.

Join Meeting Audio
• Use Skype for Business (full audio and video experience)
 Call me at: Don't join audio Don't show this again.



Outlook Web App

- 1. Go to <u>http://email.miami.edu</u> and provide your caneID and password when prompted.
- 2. Once logged in, click the waffle icon in the top left corner of the page and select **Calendar**.



- 3. Open the meeting request.
- 4. Within the meeting request, click Join online meeting.

Details				
Test N	Neeting	- Call Ir	١	
When: Where:	Mon 10/23/2 Online Meeti	017 4:30p - 5:0 ng	00p	
Reminder		Show as		
None	•	Busy	•	Private
Add an ema	ing is to discus	s yesterday's	event.	
Add an ema	ing is to discus	s yesterday's	event.	
Add an ema This meet Join or https://me	ing is to discus	s yesterday's ng miedu/	event.	94
Add an ema This meet Join or https://me	ing is to discus	s yesterday's ng ımiedu/	event. /PFCKTX	94_



5. A page will launch asking how you would like to join the meeting. Select **Install and join** with Skype Meetings App (web). If you already web the Skype Meetings App installed, skip to step 7.



- 6. Download and install the program.
- 7. Once installed, the Skype for Business Web App sign-in page should appear. Enter your name and select **Join** button.

• • •	Skype Meetings App		
Skype Meetings App			English
	Welcome Enter your name Join Sign in if you have an Office 365 account Use my Skype for Business desktop app instead		
© 2015 Microsoft Corporation. All rights reserved. Privacy and Cook	kies Terms and Conditions	Supported Platforms	Help



Skype for Business Client for PC

- 1. Open Skype and click the **Meeting View icon**.
- 2. Right click on the meeting and click Join.

6	Skype for Business 🛛 🗕 🗙
What's h	appening today?
e	In a meeting ▼ Set Your Location ▼
•	•
TODAY	
11:00 АМ	Test Meeting - Call In Ends 12:00 PM (Skype Meeting)

3. Select "Use Skype for Business (full audio and video experience) in the **Join Meeting Audio** window that appears. Click **OK**.

		¢		
	Join Meeting Audio			
	Ise Skype for Business (full audio and video experience)			
	Call me at:			
	○ Don't join audio			
	Don't show this again			
FYI: Find these settings in Options under Skype Meetings.				
	OK Cancel			



Skype for Business Client for Mac

- 1. Open Skype and click the **Meetings** icon.
- 2. Select the Skype Online meeting from the meetings list on the left.
- 3. Click Join.

E Chats	Today 10:00 AM- AM 284	4:30 PM – 5:00 PM Test Meeting – Call In Online Meeting Organized by Test 2 Join
Calls Contacts	4:30 PM - 5:00 PM Test Meeting - Call In ③ Online Meeting	Join online meeting

- 4. A Join Meeting Audio window will appear. Select "Use Skype for Business (full audio and video experience)".
- 5. Click Join.

Join Meeting Audio	Join Meeting Audio	
O Use Skype for Business (full	audio and video experience)	
Call me at:		
🔿 Don't join audio		
Don't show this again.		
	Cancel Join	