Skype for Business

Creating and Joining a Skype for Business Meeting

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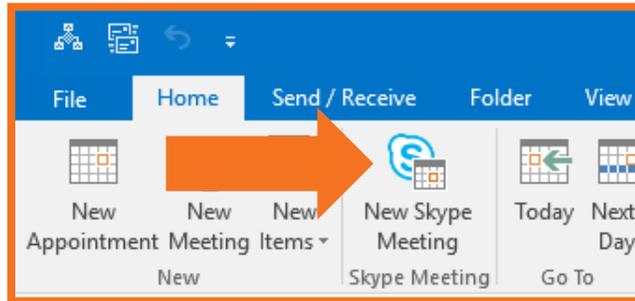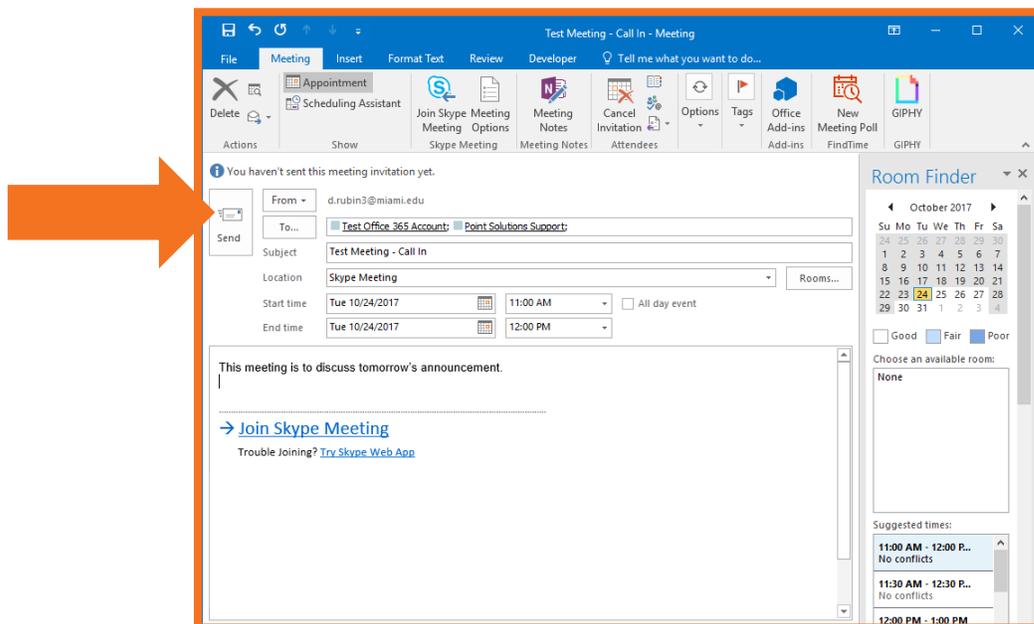# Create A Skype for Business Meeting

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.

Outlook 2016 for Mac

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

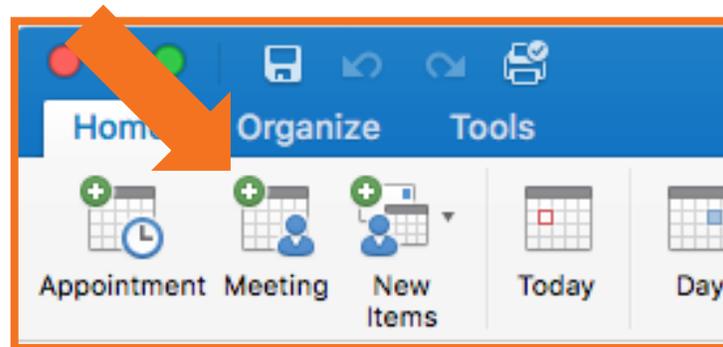3. On the invitation page, select **Online Meeting** > **Add Online Meeting**.

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.
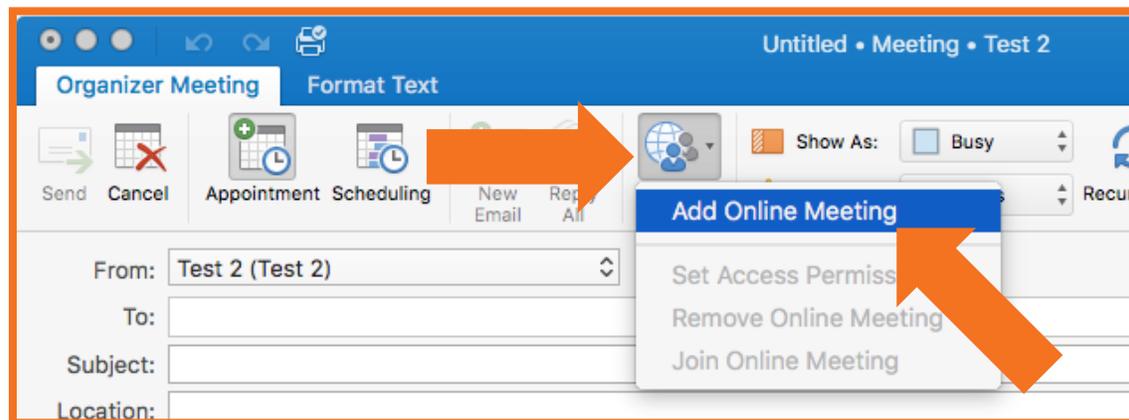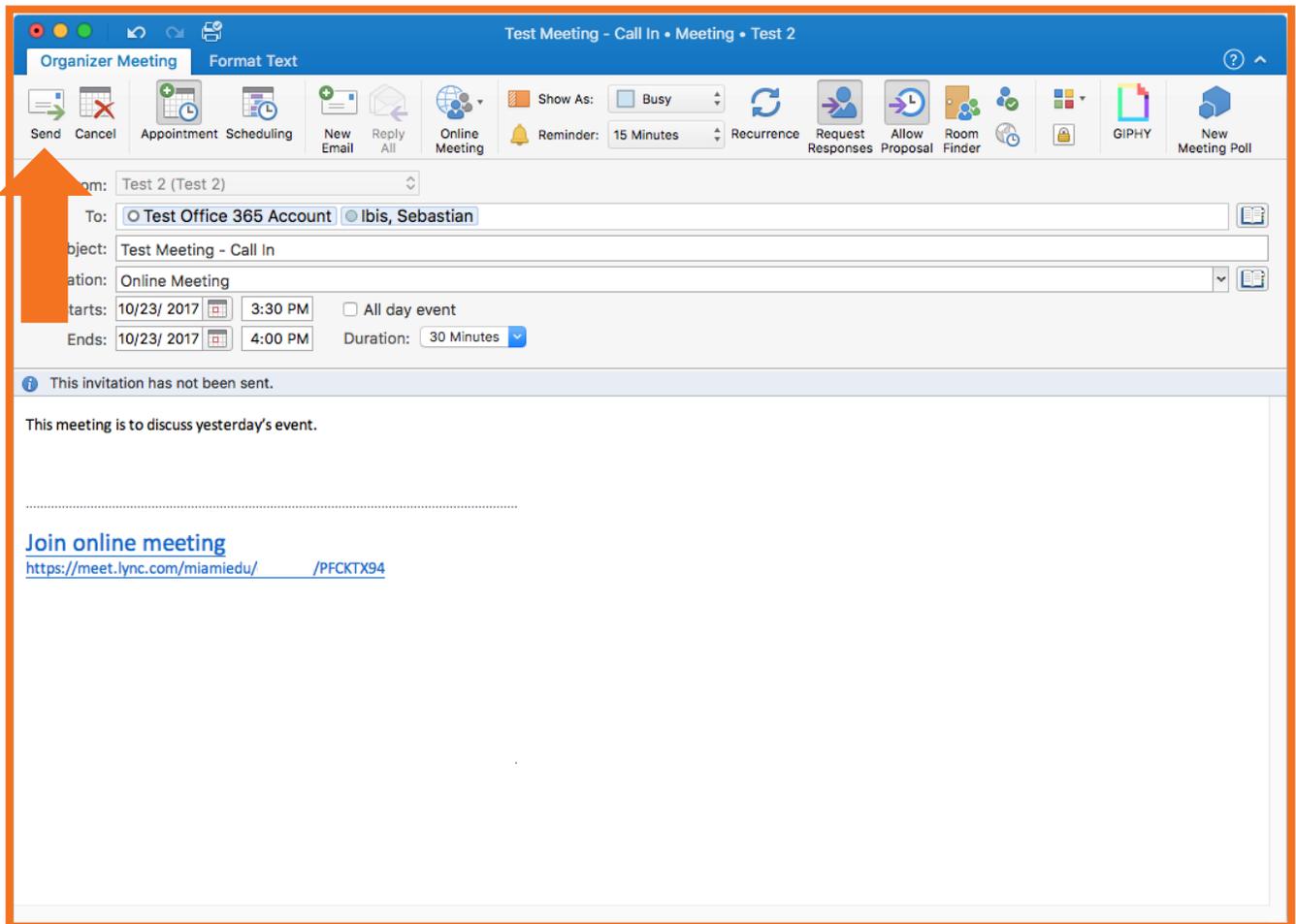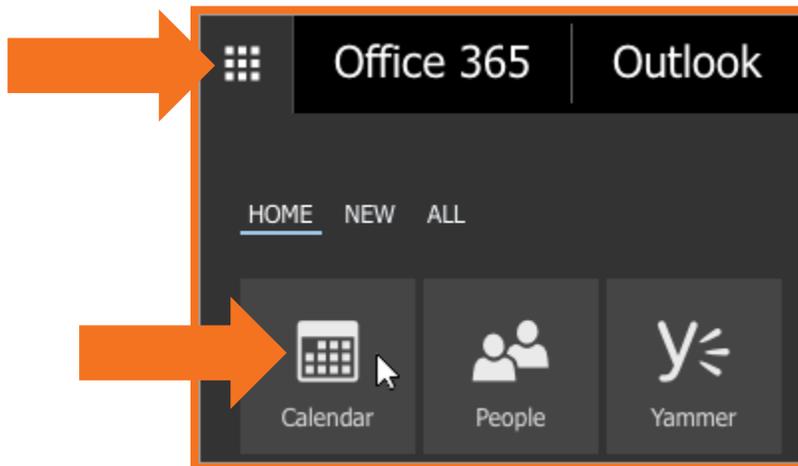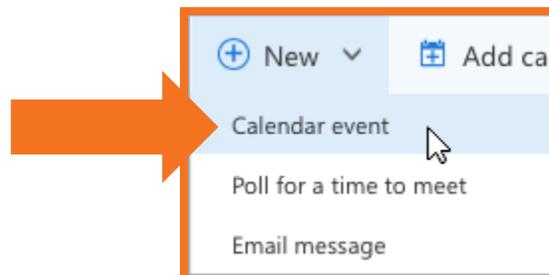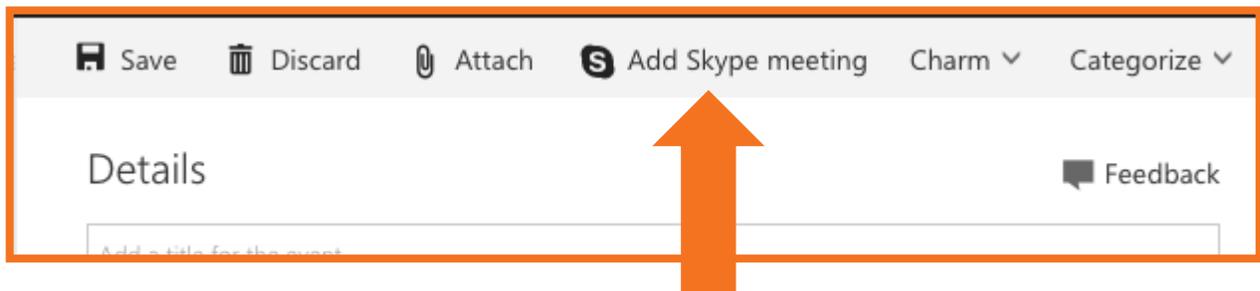5. Click **Send** when done.

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

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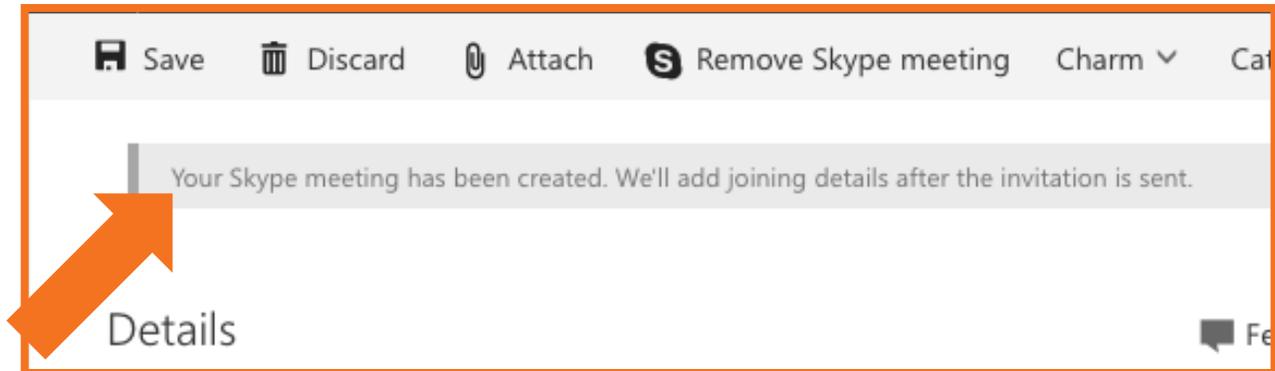2. Once logged in, click the waffle icon in the top left corner of the page and select **Calendar**.

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."
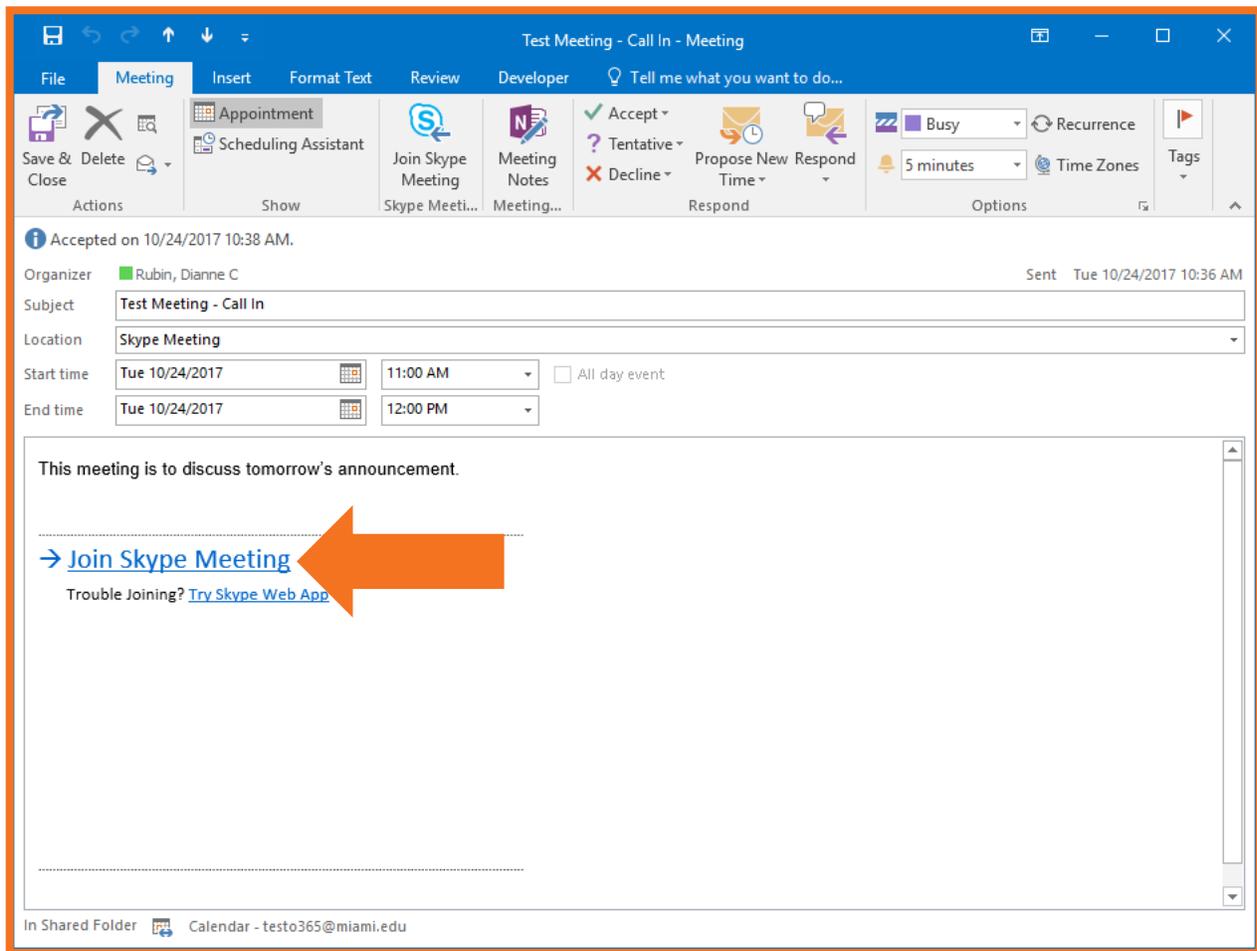

6. Fill in the meeting title, location (if you'll have in-person attendees), and the start and end times.
7. Click **Send** when done.

Join A Skype for Business Meeting

Outlook 2013/2016 for PC

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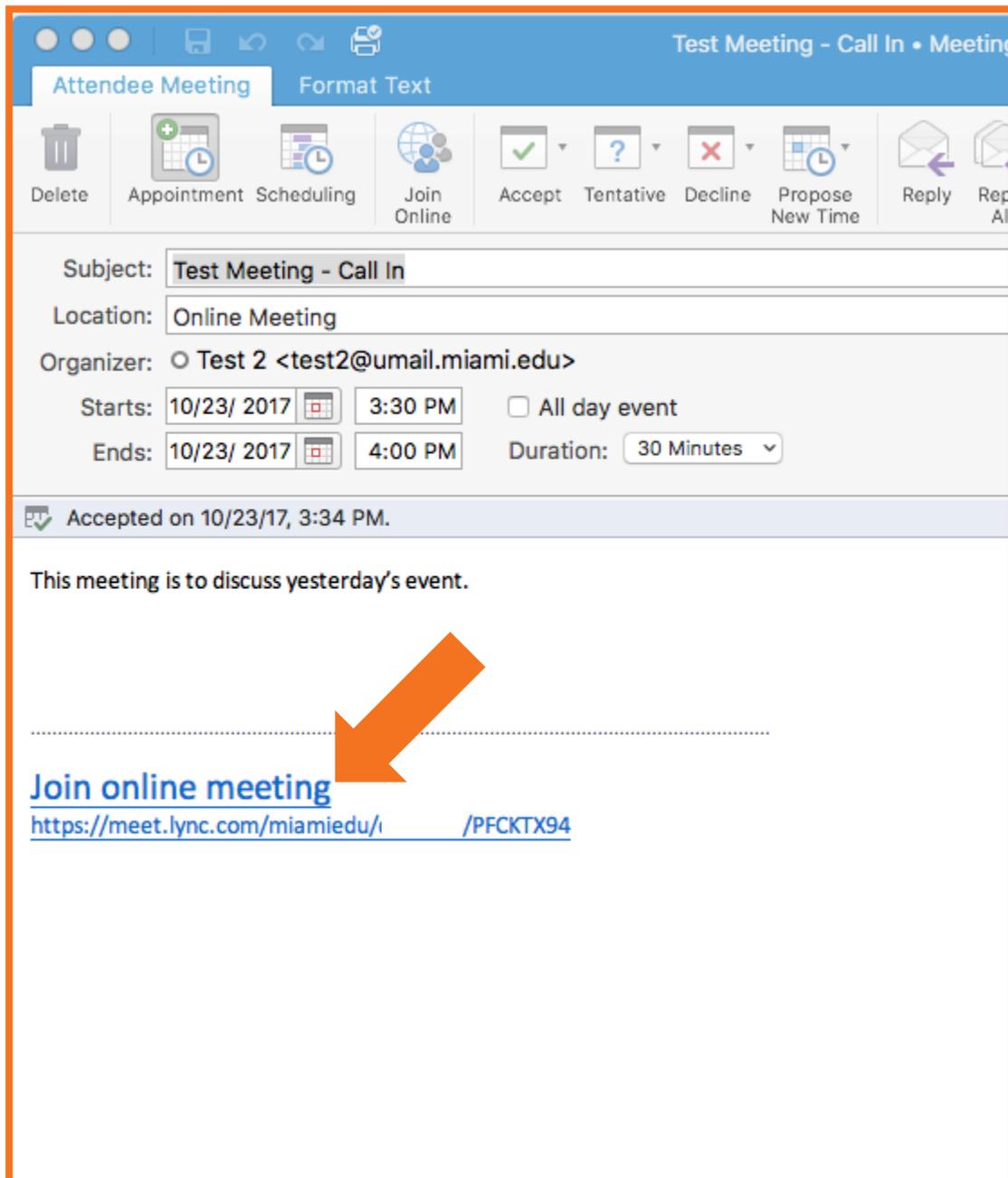2. Open the meeting request
3. Click Join Skype Meeting.

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**.
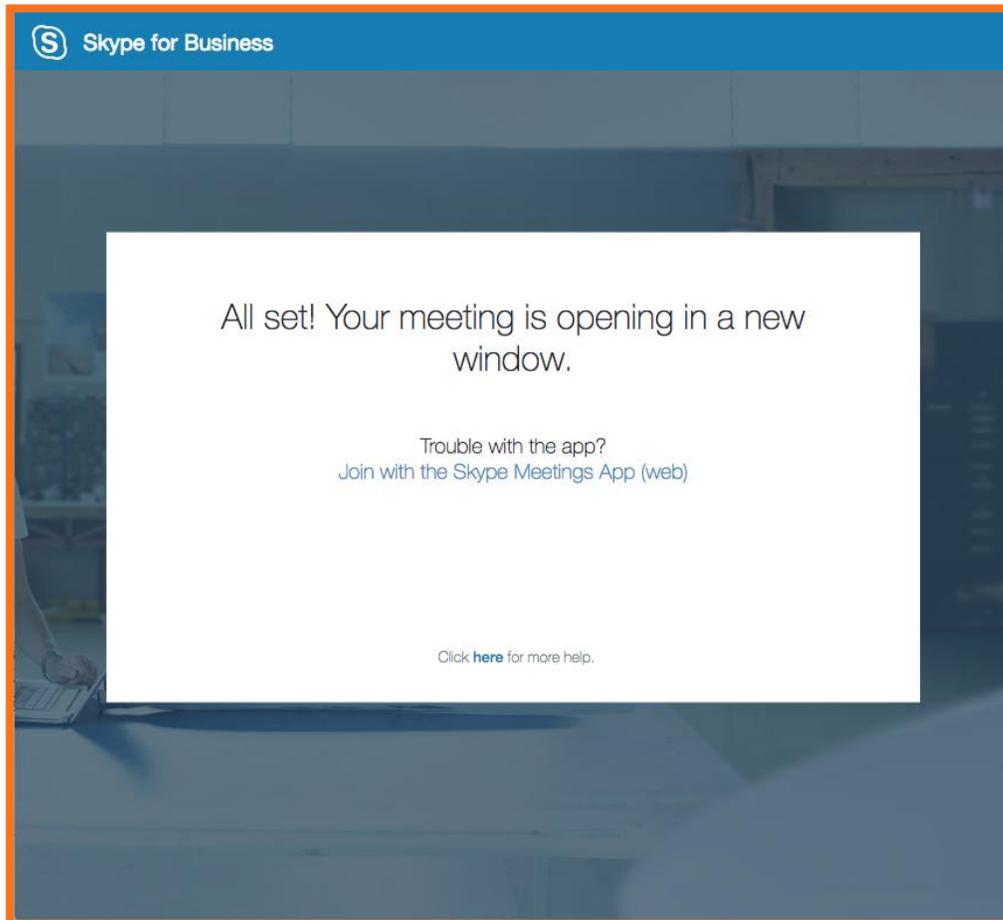5. You will then join the meeting.
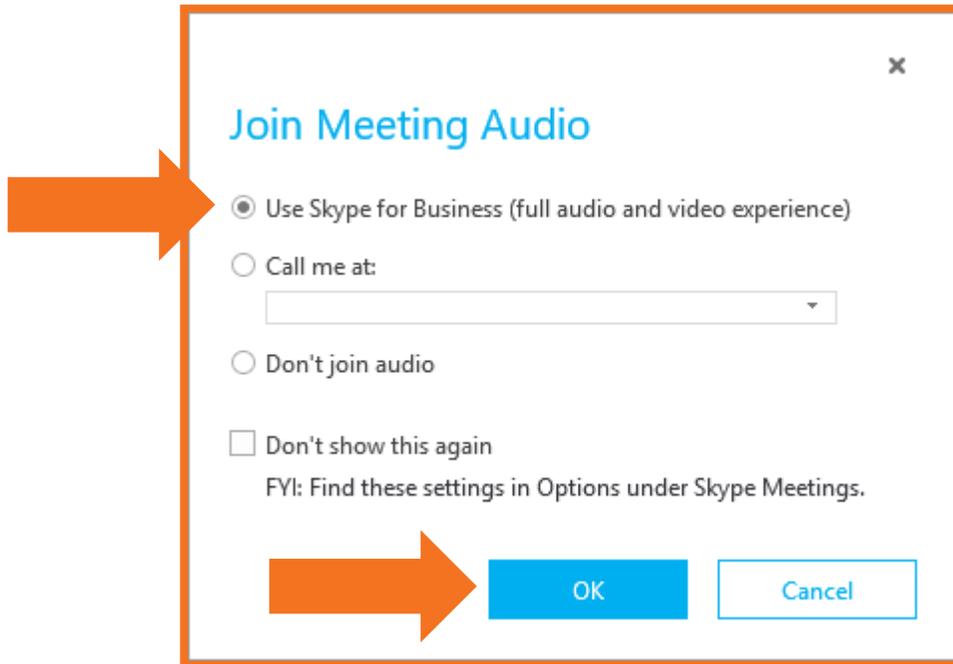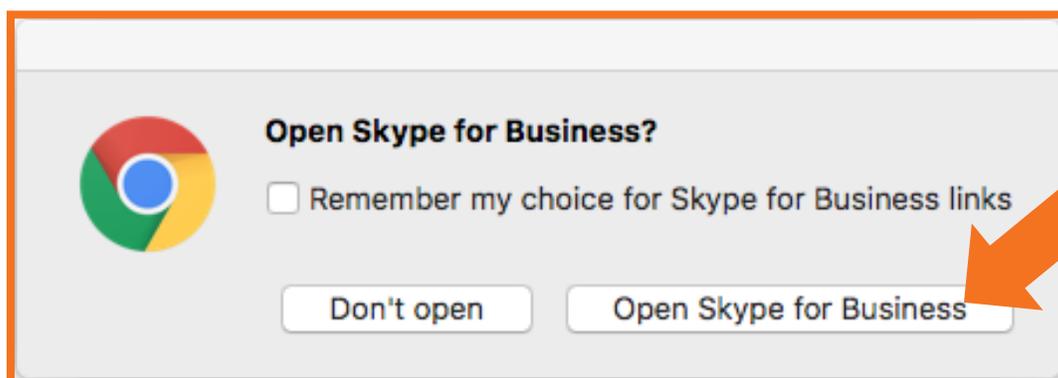
Outlook 2016 for Mac

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

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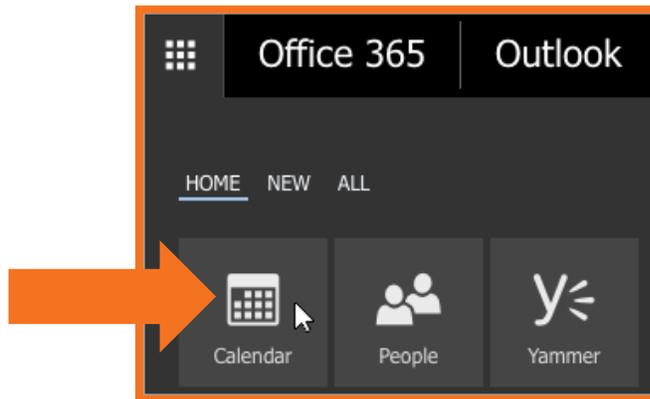
6. Select "Use Skype for Business (full audio and video experience) in the **Join Meeting Audio** window that appears. Click **Join** and the meeting with launch.
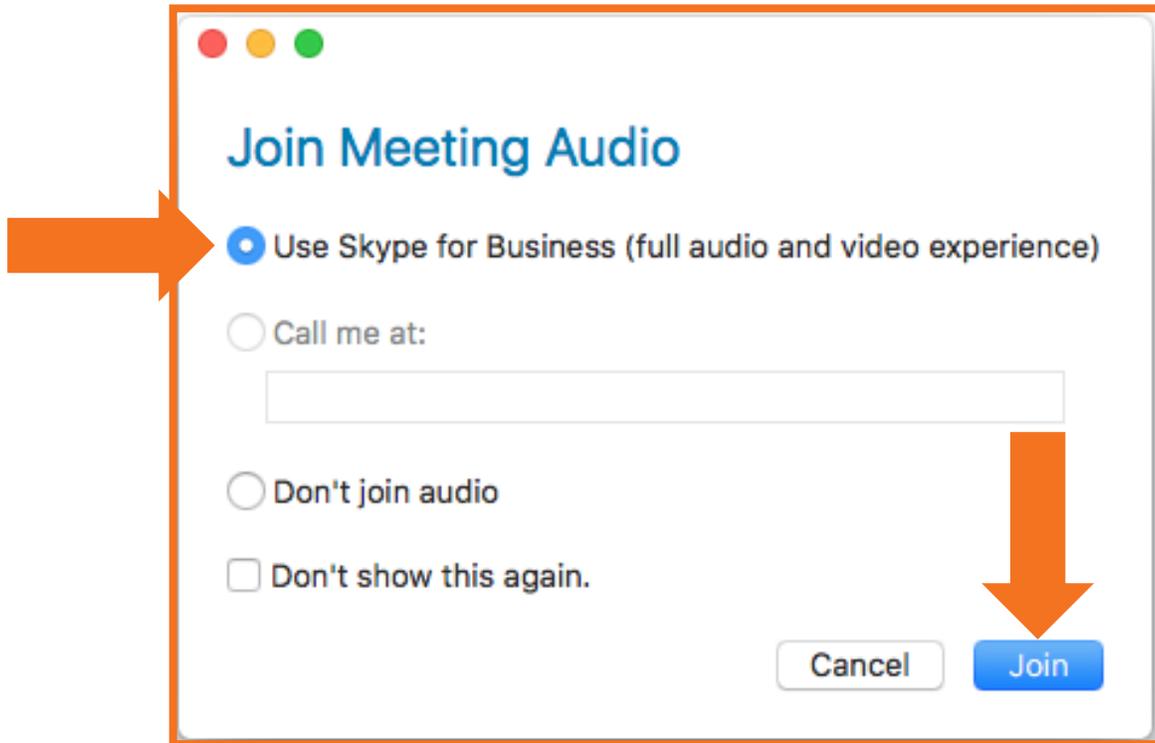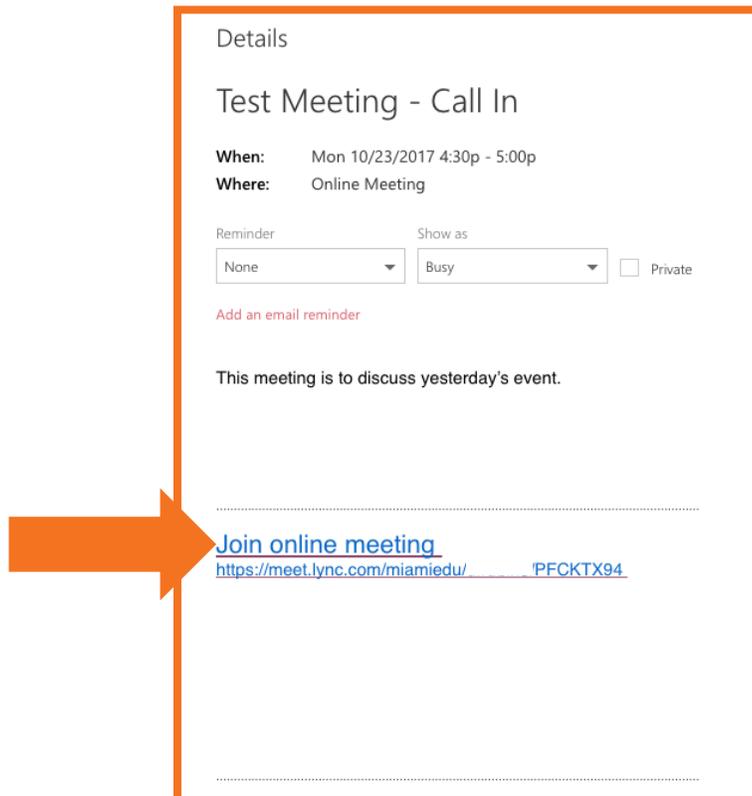
Outlook Web App

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. Open the meeting request.
4. Within the meeting request, click **Join online meeting**.

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.*
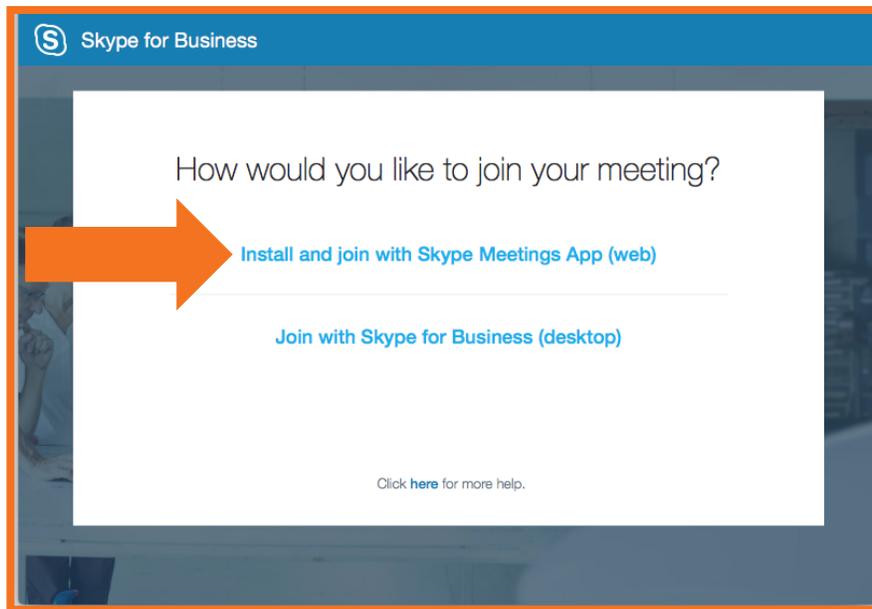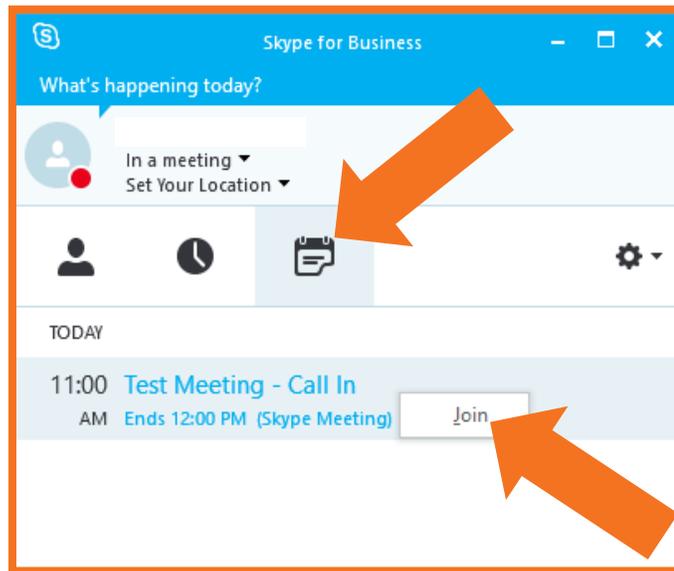

6. Download and install the program.
7. Once installed, the Skype for Business Web App sign-in page should appear. Enter your name and select **Join** button.
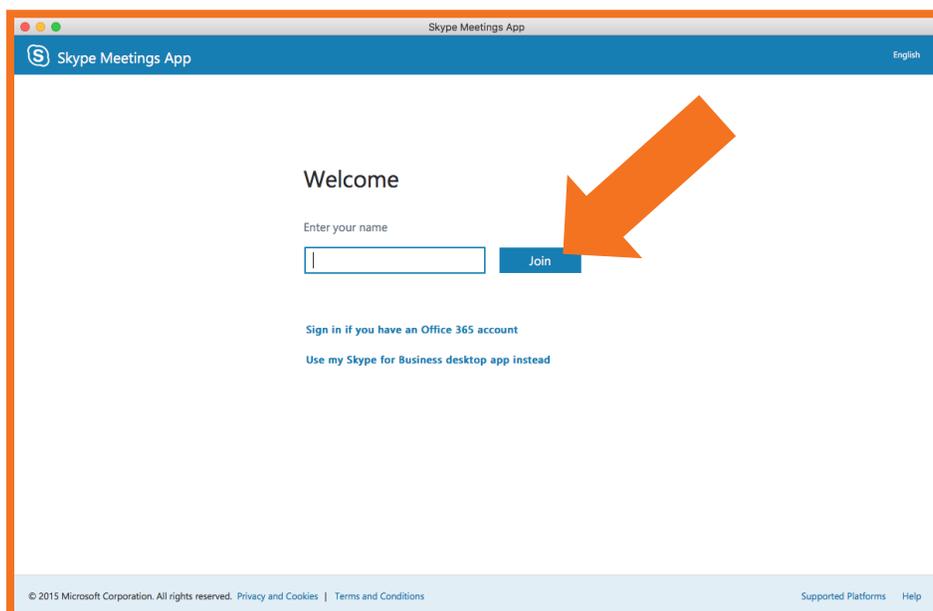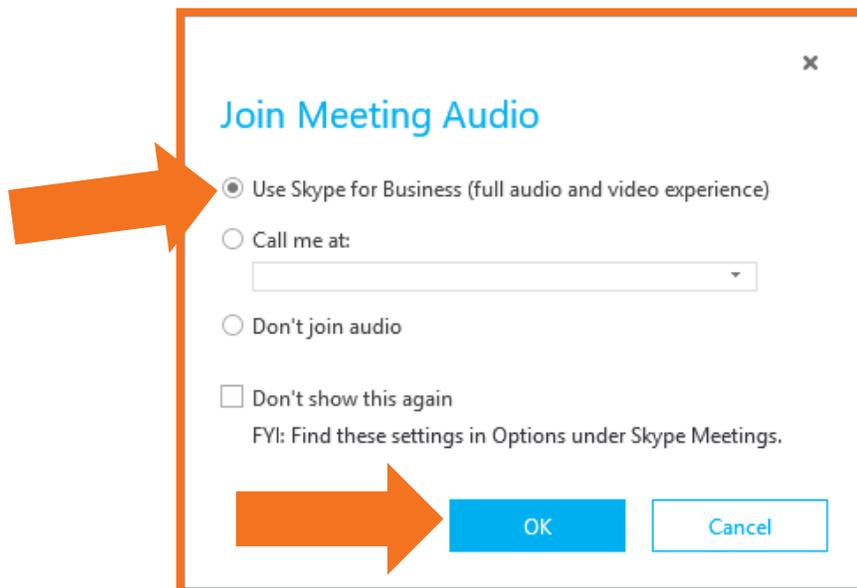
Skype for Business Client for PC

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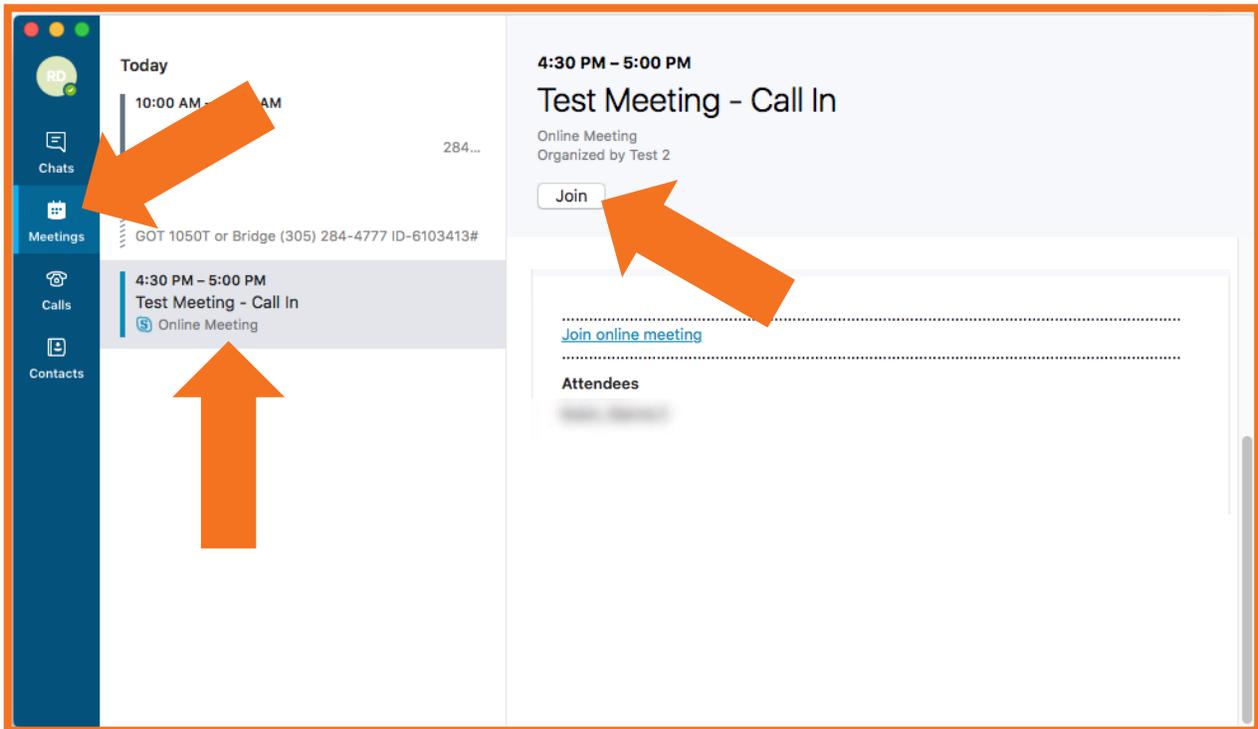2. Right click on the meeting and click **Join**.

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

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.**

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