

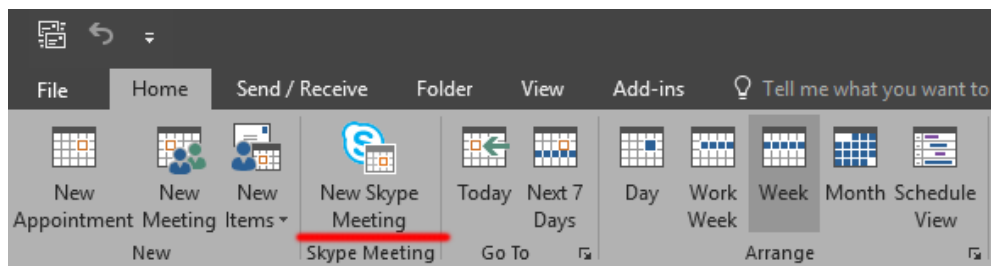
Scheduled Meetings through Skype for Business

Schedule through the Outlook Client - Windows

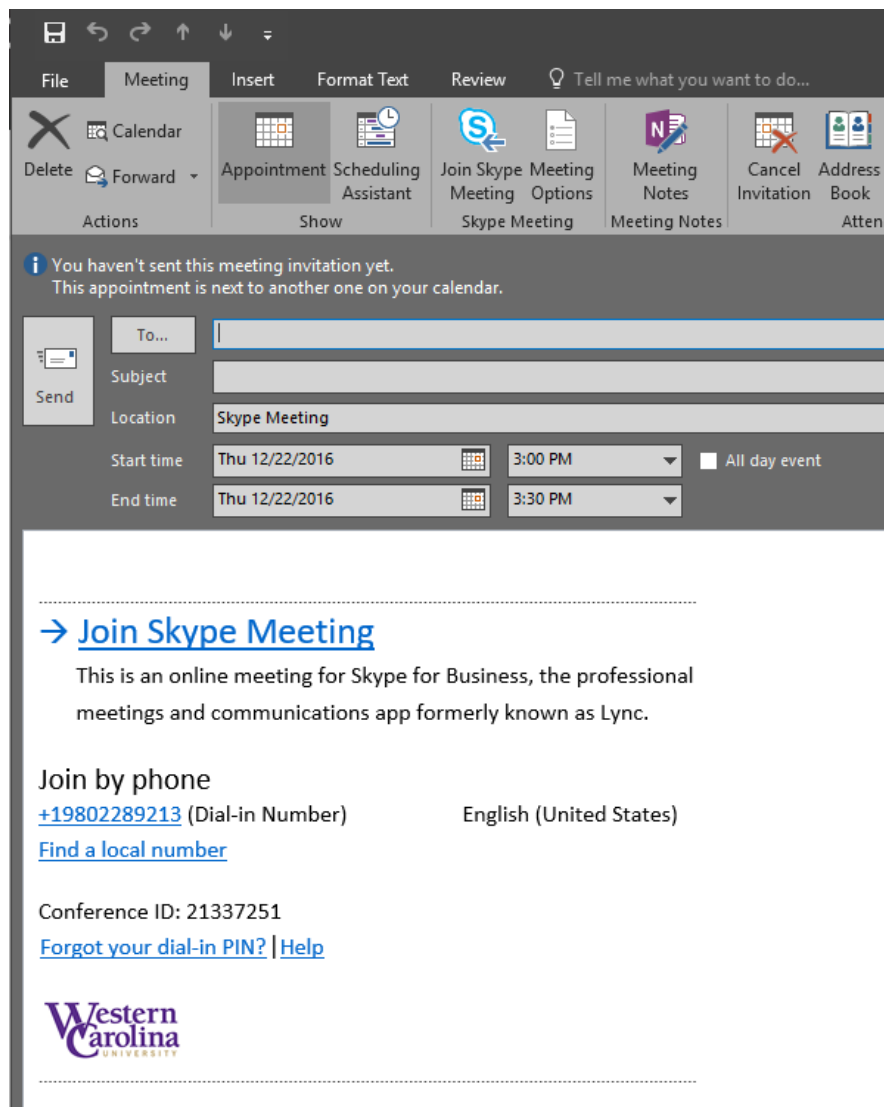
1. Before you begin, **ensure Skype for Business is installed and that you are successfully logged in.**
2. **Open up Microsoft Outlook and navigate to the Calendar tab.**



3. In the Calendar ribbon, you will find an option to schedule a New Skype Meeting



4. **Clicking this option** will open a normal Outlook meeting schedule window, except that details for a Skype for Business meeting will be automatically generated and placed within the body of the email.



5. From here, **attendees can be added to the To: field** just like a standard outlook Calendar invite.
6. Users can join the meeting by **clicking the Join Skype Meeting link** in the invite.
7. If the organizer of the meeting has the Join by Phone Option (Phone dial in for audio) enabled for their account, phone dial-in information will be included as well.¹

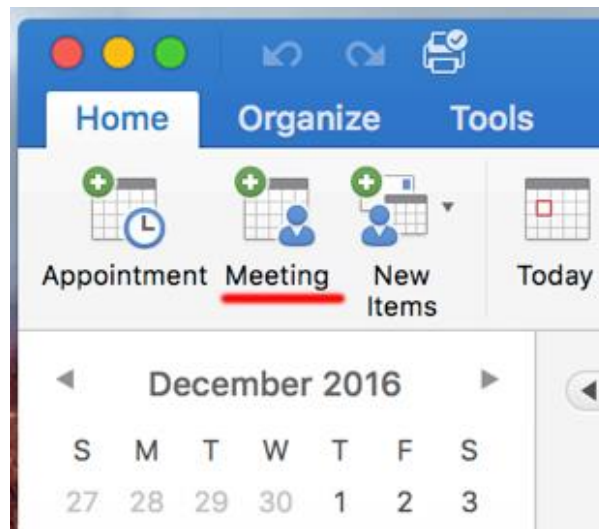
¹ The "Join by Phone" feature is not enabled by default for Skype for Business accounts at WCU. If you would like this feature, it is available by request. Please contact the IT Helpdesk at 828-227-7487 or stop by the Technology commons on the ground floor of Hunter Library and let them know you would like this feature added to your account.

Scheduling through the Outlook Client – Mac

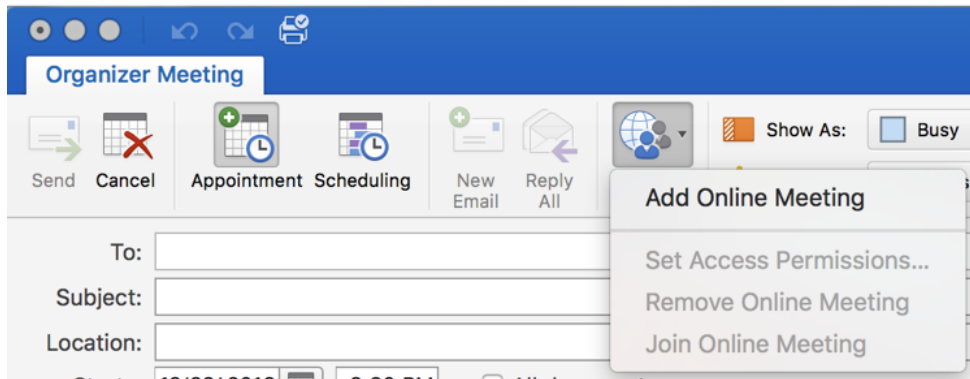
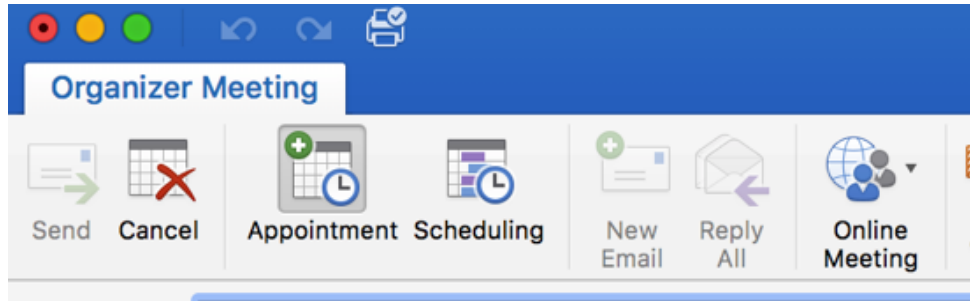
1. Before you begin, **ensure Skype for Business is installed and that you are successfully logged in.**
2. **Open up Microsoft Outlook and navigate to the Calendar tab.**



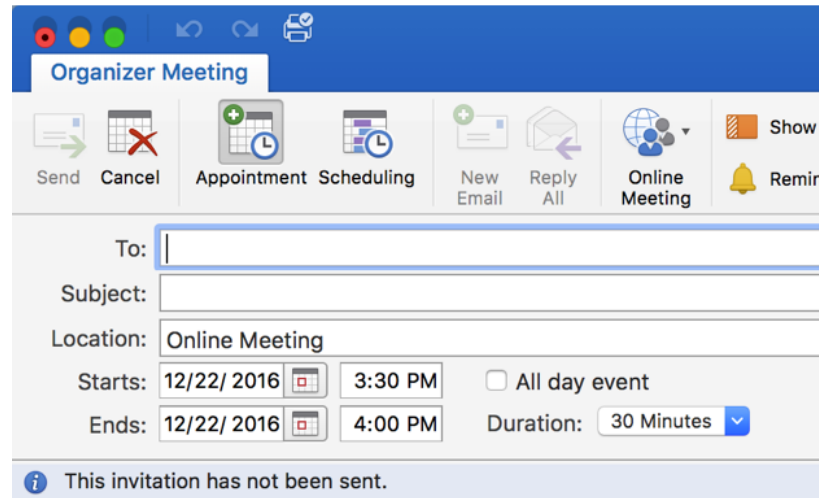
3. On the Calendar ribbon, **select the New Meeting Icon.**



4. On the meeting scheduling screen, **select the Online Meeting option, and click Add Online Meeting.**



5. After adding the meeting, the conferencing details will be entered into the body of the calendar invite.



[Join online meeting](#)

<https://meet.lync.com/catamountwcu-wcu/zachphillips/BIF65PS5>

Join by Phone

[+1 \(980\) 228-9213](#)

[Find a local number](#)

Conference ID: 87061224

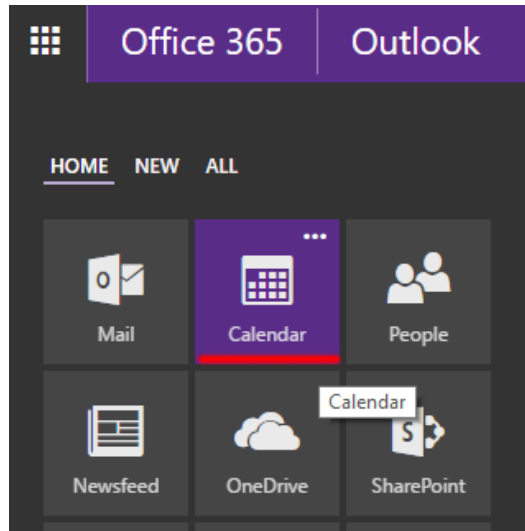
[Forgot your dial-in PIN?](#) | [First online meeting?](#)

8. From here, **attendees can be added to the To: field** just like a standard outlook Calendar invite.
9. Users can join the meeting by **clicking the Join Online Meeting link** in the invite.
10. If the organizer of the meeting has the Join by Phone Option (Phone dial in for audio) enabled for their account, phone dial-in information will be included as well.²

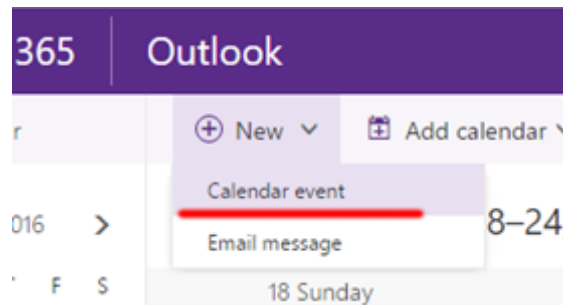
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Scheduling through Outlook Online through a Browser

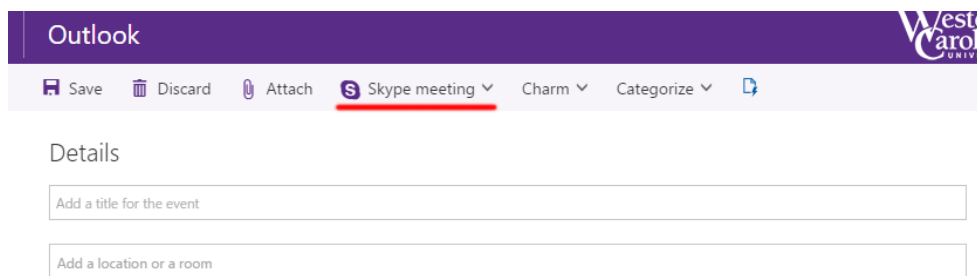
1. Open your web browser and navigate to **Office365.wcu.edu**.
2. After you have logged into the system, **navigate to the Outlook Online tab** within office 365.



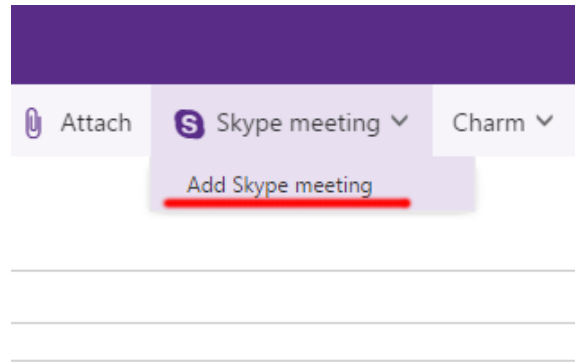
3. Once on the Calendar tab, **select New > Calendar event**.



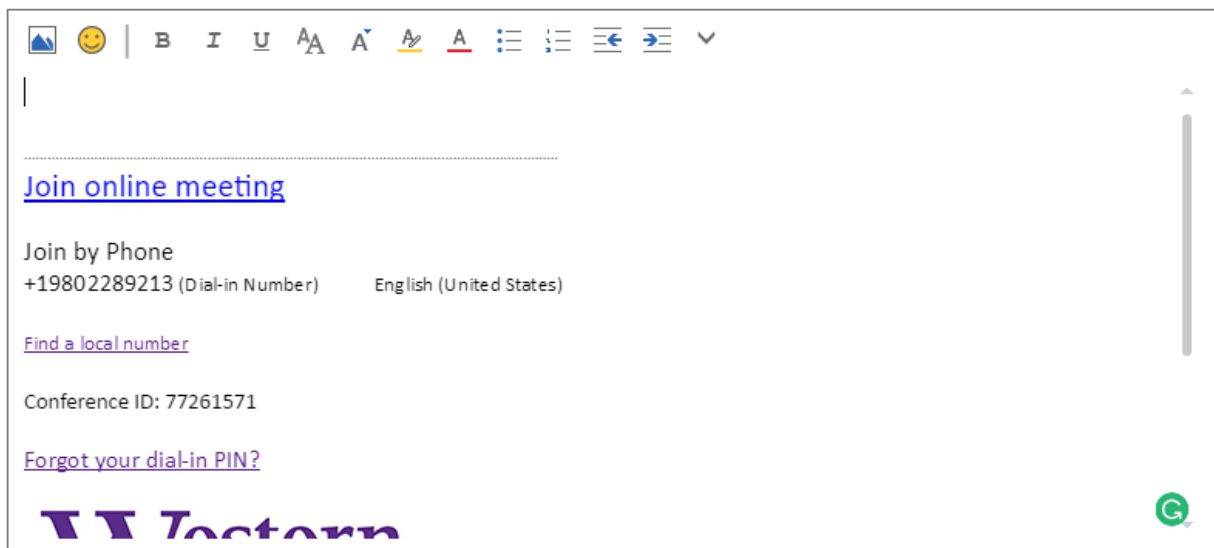
4. Once the Calendar event panel opens up. You will see a Skype meeting option on the tool bar above the meeting details pane.



5. Click this button and **select Add Skype meeting**.



6. After adding the meeting, the conferencing details will be entered into the body of the calendar invite.



7. From here, **attendees can be added to the To: field** just like a standard outlook Calendar invite.
8. Users can join the meeting by **clicking the Join Online Meeting link** in the invite.
9. If the organizer of the meeting has the Join by Phone Option (Phone dial in for audio) enabled for their account, phone dial-in information will be included as well.³

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