Skype for Business is one of the conferencing/communication tools used at UW-Eau Claire, allowing people to message, call, video conference, and share their computer desktop through the Skype application.

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Schedule a Meeting Using Outlook

1. Launch Microsoft Outlook.
2. Click New Items.
3. Select Meeting.
4. Click Skype Meeting.
5. Type the email addresses of everyone invited to the meeting.

6. Type the subject of the meeting.

7. Select when the meeting will happen.

8. Click Send.

An invitation will be sent to those invited.
Schedule a Meeting Using Outlook on Macs

1. Launch Microsoft Outlook.
2. Click **New Items**.
3. Select **Meeting**.
4. Click **Online Meeting**.

5. Click **Add Online Meeting**.
6. Type the email addresses of everyone invited to the meeting.
7. Type the subject of the meeting.
8. Select when the meeting will happen.
9. Click **Send**.

### Joining a Skype Meeting

In order to join a meeting, you must accept the invitation.

1. Select the meeting in Outlook's Calender.
2. Click **Join Skype Meeting**.
NOTE: For Macs, click **Join Online** after selecting the meeting.

3. Select the appropriate Join Meeting Audio option for the meeting.

4. Click **OK**.
NOTE: If you choose not to use the full audio and video experience or join audio, dial into the Skype meeting by dialing the phone number provided in the email and entering the conference ID provided in the body of the Meeting message.

Join online meeting
Trouble Joining? Try Skype Web App

Join by Phone
715-598-5038, access code 842350
Find a local number