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. Launch and login to Skype for business prior to launching Outlook. If you launch it afterwards, Outlook may ask you to quit and reopen. **Contents:**

- Installing Skype for Business
- Schedule a Meeting Using Outlook
- Schedule a Meeting Using Outlook on Macs
- Joining an Online Meeting

**Installing Skype for Business**

If it is not installed on a campus computer please contact LTS Help Desk for further help and information.

For personal devices download office products through [https://office365.uwec.edu](https://office365.uwec.edu). If there are any issues please contact LTS Help Desk for further instructions.

**Schedule a Meeting Using Outlook**

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

5. Type the subject of the meeting.

6. Select when the meeting will happen.

7. 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 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.
Joining a Skype Meeting

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

1. Select the meeting in Outlook’s Calendar.
2. Click **Join Skype Meeting**.

   ![Join Skype Meeting screenshot]

   **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