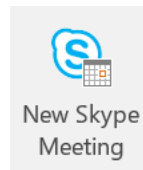


Skype for Business allows for easier communication and collaboration with coworkers and business partners with capabilities including:

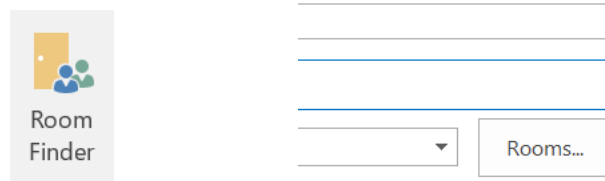
- Instant message conversations.
- Voice and video calling.
- Ability to see when your contacts are available.
- Scheduling and joining meetings.
- Sharing screens during meetings and giving control to others.

## Schedule a Skype for Business meeting using Outlook

- Open Outlook and go to your calendar.
- On the **Home** tab, in the **Skype Meeting** section, click **New Skype Meeting**.

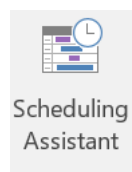


- Set up the meeting as you typically would:
  - In the **To** box, type the email address of each person you're inviting, separated by semicolons.
  - In the **Subject** box, type a name for the meeting.
  - If you'll have in-person attendees, add a conference or huddle room by either selecting **Room Finder** in the **Options** section on the **Meeting** tab, or by clicking the **Rooms...** button next to the Location field. If not selecting an SSS conference or huddle room, manually type in a location.



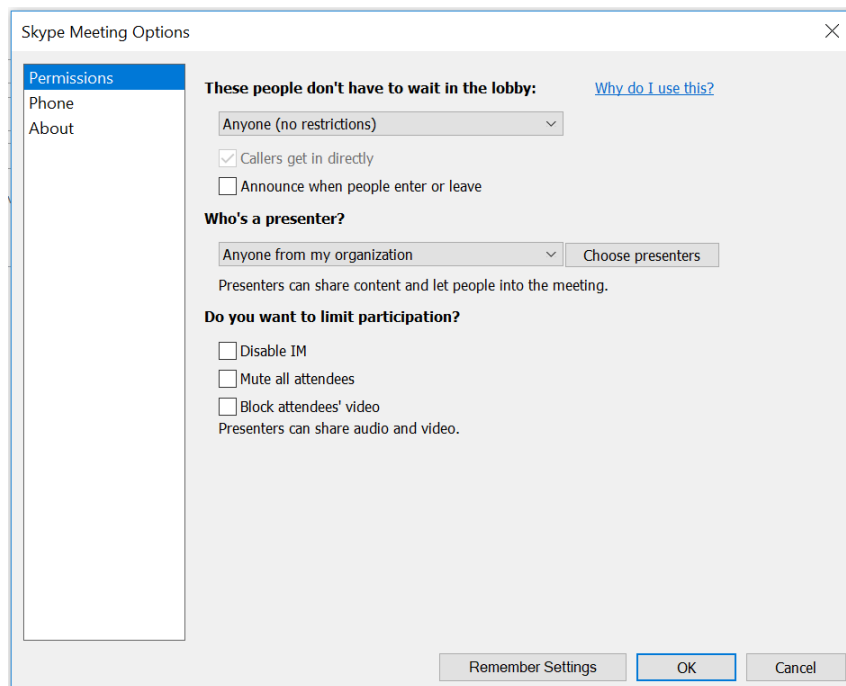
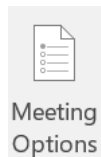
- Select a start time and end time.

**Note:** To find a time that works for everyone, select **Scheduling Assistant**, in the **Show** section on the **Meeting** tab.



- (Optional) In the meeting area, type an agenda. Do not to change any of the Skype for Business meeting information between the dotted lines.

**Note:** Scheduling a meeting with the default options is typical for small, internal meetings with a few coworkers. If scheduling a meeting with people outside of SSS or scheduling a large event, change the meeting options before sending the invites to better fit your meeting requirements. In the meeting request, on the **Skype Meeting** section on the **Meeting** tab, select **Meeting Options**, and then select the appropriate options.

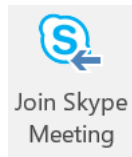


- Click **Send**.

## Join a Skype for Business meeting

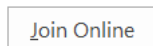
There are multiple ways to join a Skype for Business meeting:

- In the Outlook meeting request, select **Join Skype Meeting**.



→ [Join Skype Meeting](#)

- In the Outlook meeting reminder, select **Join Online**.



- In the Skype for Business application, select the **Meetings** icon, and then double-click the meeting to join.



**Note:** Prescheduled Skype meetings show up in blue.

- On your desk phone, click the button under **Join**.
- Call into the meeting with the Dial-in Number and Conference ID in the meeting agenda.
- In your Skype for Business mobile app, click the **Join** button.



## Share your desktop or a program

In a conversation window or messaging window:

- Click the Present button and select an option:



- **Present Desktop** to show the entire contents of your desktop.
  - **Present Programs** and double-click the program or window you want to display.
- Click **Stop Presenting** when you're done.

For additional assistance, contact the Service Desk or visit the Microsoft Skype for Business Help Center at <https://support.office.com/en-us/skype-for-business>.