Skype For Business Meetings

Summary

Use this article to learn how to set up an online meeting using the Outlook Web App or schedule a Skype for Business meeting using Outlook for Windows and Mac. With Skype for Business you can start working with members of the Yale SOM community on a subject that requires immediate attention without having to schedule a meeting in advance. Quickly start an ad hoc meeting by calling, sending an instant message (IM), or sharing your screen, a program, or file with one or more Yale SOM internal contacts.

Set up an online meeting using Outlook Web App:

To create a Skype for Business meeting request in Outlook Web App, you have to:

1. Use a browser that supports the full version of Outlook Web App
2. Have a user name and a password from an organization that has a business or enterprise subscription to Office 365 (Yale SOM)
3. After confirming Steps 1 and 2, navigate to the Office 365 portal and select Outlook to open the Calendar app:

4. On the calendar page, select New > Calendar event:

5. On the Set up an appointment page, select Add Skype meeting:

6. Fill in the meeting title, location (if you'll have in-person attendees), and the start and end times
7. Choose the Yale SOM people to attend, add the agenda or other meeting information, and then select Send

Schedule a Skype for Business meeting using Outlook - Windows:

1. Open Outlook, and go to your calendar
2. On the Home tab, in the Skype Meeting section, select New Skype Meeting. If you don’t see the Skype Meeting section, then you need to install Skype for Business.

3. Set up the meeting as you typically would:
   a. In the To box, type the Yale email address of each Yale SOM person you’re inviting, separated by semicolons
   b. In the Subject box, type a name for the meeting
   c. If you’ll have in-person attendees, either select Room Finder, in the Options section on the Meeting tab
   d. Then find a room, or in the Location box, type a meeting location, such as a conference room
   e. Select a start time and end time

4. To look for a time that works for everyone, select Scheduling Assistant, in the Show section on the Meeting tab

5. In the meeting area, type an agenda. Be careful not to change any of the Skype for Business meeting information.

**Important:** Scheduling a meeting with the default options, like we just did, is suitable for small, internal meetings, such as casual meetings with a few people. If you have a meeting with people outside your company, or you’re scheduling a large event, change the meeting options before sending the invites to better fit your meeting requirements.

1. In the meeting request, on the Skype Meeting section on the Meeting tab, select Meeting Options, and then select the appropriate options

2. (Optional) Pre-load your meeting attachments. That way, when participants join the meeting, everything is ready to go. See Preload attachments for a Skype for Business meeting.

3. (Optional) In the Show section of the Meeting ribbon, select Scheduling Assistant to make sure you have the best time for the meeting

4. You're almost done. Just double-check the information and select Send

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Schedule a Skype for Business meeting using Outlook - Mac:

1. On your Mac, open Outlook, and then go to your calendar
2. On the Home tab, select Meeting:
3. On the invitation page, select Online Meeting > Add Online Meeting:

4. To set the meeting properties, select Online Meeting > Set Access Permissions:

5. Set the permissions and information you want for this meeting. To save the settings for future meetings, select Remember settings:

6. Set up the meeting as you typically would:
   a. In the To box, type the Yale email address of each Yale SOM person you’re inviting, separated by semicolons
   b. In the Subject box, type a name for the meeting
   c. If you’ll have in-person attendees, either select Room Finder, in the Options section on the Meeting tab:
   d. Then find a room, or in the Location box, type a meeting location, such as a conference room
   e. Select a start time and end time

7. In the meeting area, type an agenda. Be careful not to change any of the Skype for Business meeting information

8. Double-check the information, and then select Send
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