


Set up online meetings in Skype for Business

1. Open your Outlook calendar and click **New Skype Meeting**.
2. Add your invitees, type in a subject and agenda, and choose a date and time.
3. Click **Scheduling Assistant** to check everyone's availability.
4. Preload attachments to a Skype for Business meeting:
 - Click **Insert** tab.
 - Select **Attach File**.
 - Browse to the file you want to include.
5. Before sending the email:
 - Click **Meeting Options** icon in the Outlook ribbon to review meeting permissions.
 - Click **A new meeting space** to enable the meeting permissions of your choice.
6. Click **Send** once the meeting invite is ready to go.
7. If someone doesn't have Skype for Business, they can click on the link from the email invite to join.
8. For impromptu meetings:
 - Click **Meetings** tab  in Skype for Business.
 - Click **Meet Now** button.
 - Invite the person you'd like to chat with and click **OK**.

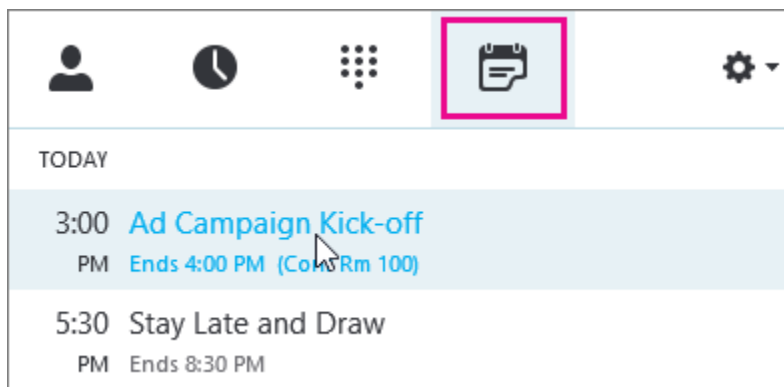
Join a Skype for Business meeting



1. In your meeting request, click **Join Skype Meeting**.




Tips:

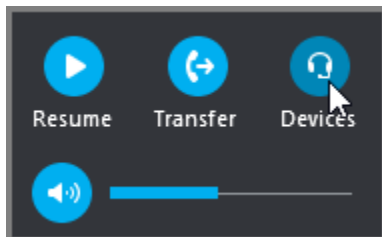
- The **Meetings** view lets you quickly check your upcoming meetings for the day, without having to go to your calendar. You can even join a Skype Meeting right from the **Meetings** tab, if the meeting was set up by an organizer inside your company.
- In the Skype for Business main window, click the **Meetings** tab, and then right click a Skype meeting to join.



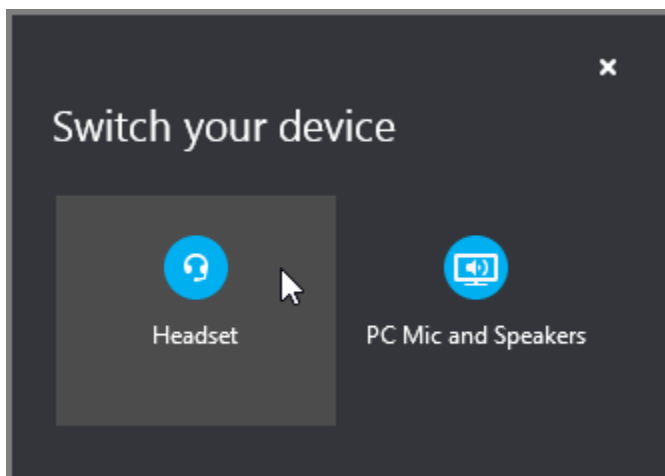
2. Your mic is automatically muted. To unmute your mic, find the mic button,  and click it. When it looks like this , people in the meeting can hear you.

Note: Make sure you unmute your speakers too!

3. If you need to switch to a different audio device, click the Call Controls button , then click Devices.



4. The Switch Devices box shows your available audio devices, with the current one selected. Choose a different one if you'd like.



What'd they say?

Audio quality depends on the network and the device you use. Use a wired network connection and switch off wireless on your computer. If you have to use wireless connection, make sure you have a strong signal. Also use a high quality headset for better audio.