Using Skype for Business

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Create a Skype Meeting (2 options)

1. Schedule Skype for Business meetings using Outlook Web App (Office 365)

1. Click the: Calendar tab: select the date you want and then click New Event or People tab: select a contact or group and then click Schedule meeting under their name
2. In the meeting window, click Online meeting
3. Fill in the appropriate fields (add participants, set date/ time, etc.)
4. Click Send.

2. Schedule Skype for Business meetings using the Skype for Business Web Scheduler

Go to the Office 365 Web Scheduler address at **https://sched.lync.com** and sign in with your organizational account.

When you sign in to the Skype for [Business Web Scheduler](#), you'll go straight to the New Meeting page.

1. Enter an Event title for your meeting.
2. You can leave the meeting location as Skype Call, or add a location, such as a conference room, if you have in-person attendees as well.
3. Enter meeting details in the Message box, and set the Start and End date and time.
4. Under Who will bypass the lobby and Who is a presenter, do one of the following:
5. Accept the standard settings, which are best for small working meetings with people inside your organization.
6. OR
7. Choose other lobby or presenter options depending on the type of meeting you want to schedule.
8. Under Attendees and Audio, add the attendees' names or email addresses, separated by semicolons (;).
9. (Optional) Select Check Names to verify the addresses of the participants who are in your organization.
10. Select Save.
11. Send the meeting information to participants
12. To send the meeting request, you can copy the meeting details and paste them into an email program.
13. Copy the meeting request and paste it into an email
14. When you've finished creating the meeting, select Save. You'll see a confirmation page that lists your meeting details, including the Join Skype Meeting URL.

Marketing Plan Review

Wednesday, July 15, 2015

15:00-16:00 (UTC-08:00) Pacific Time (US & Canada)
Copy the meeting details to the invitation you send to participants.

Join Skype Meeting
https://meet.lync.com/contoso/seanc/X1RV1LP2

Join by phone
+12345678901 Find a local number
+12345678902
+12345678903 Conference ID: 469702341

15. Right-click the meeting information, and then choose Copy.
16. Open your email program and create a regular meeting request.
17. Paste the Skype Meeting details into the request.
18. Add the participants' email addresses to the message, verify the meeting date and time, enter a meeting agenda, and then send the request.

Join a Skype Meeting

To join a meeting you created with Skype for Business Web Scheduler, do one of the following:

1. Open the email meeting request and select the meeting link.
2. OR
3. Open Skype for Business Web Scheduler, select the meeting you want from the list on the left, and then select Join in the meeting summary pane.

Marketing Plan Review

Wednesday, July 15, 2015

15:00 - 16:00

(UTC-08:00) Pacific Time (US & Canada)
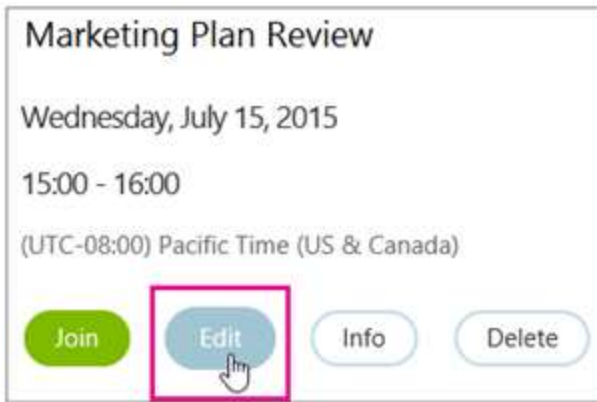
Join   Edit   Info   Delete

View, edit, or delete an existing meeting

To view a meeting's details, open Skype for Business Web Scheduler and select the meeting title on the left. Skype for Business Web Scheduler lists only the meetings you've scheduled, not all the meetings on your calendar.

To edit or delete a meeting:

Select Edit or Delete in the meeting summary pane.

After you've made your changes, send the participants either the updated meeting information or a notice of the meeting cancellation.

Important   Skype for Business Web Scheduler doesn't update your calendar automatically, so participants must be informed of every change you make.
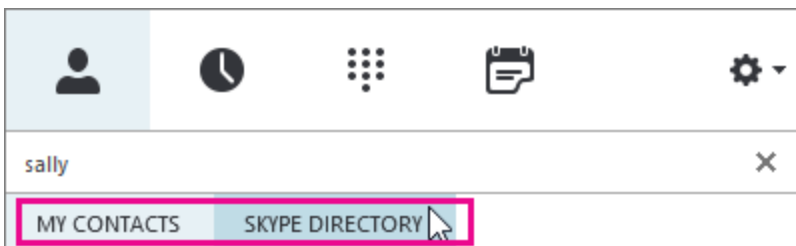
Add a contact in Skype for Business

Here's the quick way to add a contact.

1. In the search box on the Contacts view of the Skype for Business main window, type a name, IM address, or desk phone number if they are in your organization. If your organization uses Office 365 Groups, you can also search for the group name. As you type, search results will start appearing below the search box, and the tabs will change from Groups, Status, Relationships, and New, as shown in the following image.
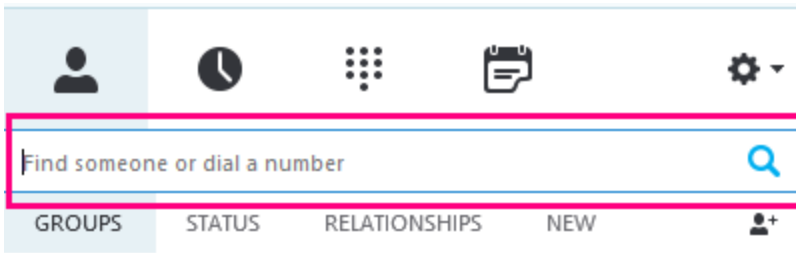
to My Contacts and Skype Directory, as shown in the following image.

2. If the person or group you're searching for is in your organization, keep the My Contacts tab selected, which is the default. When My Contacts is selected, Skype for Business searches in your organization's address book.

    If the person you're searching for is not in your organization, but you know they have a Skype account, click the Skype Directory tab to search for them among the millions of Skype users out there. Knowing their Skype ID and location helps narrow the search quickly. You can also search using their email address or Microsoft account, for example, John@outlook.com.

    Note   Your administrator enables or disables the Skype Directory search feature in accordance with your organization's search policy. If you don't see a Skype Directory tab like the one shown in the preceding screenshot, you won't be able to search for Skype users.

3. When you see the listing for the person you want to add, point at their picture or picture display area.

   If they are in your organization (My Contacts), and you want to add them to one of your groups, click More Options, and then choose Add to Contacts List and select one of your groups, or choose Add to Favorites.

   If they are a Skype user, and you want to add them to one of your groups, click Add to contacts, and then choose one of your groups or the favorites group to add them.

   When you add a Skype contact in Skype for Business, you receive a notification saying that the Skype user has to accept the request before you see their presence and start communicating with them in Skype for Business.
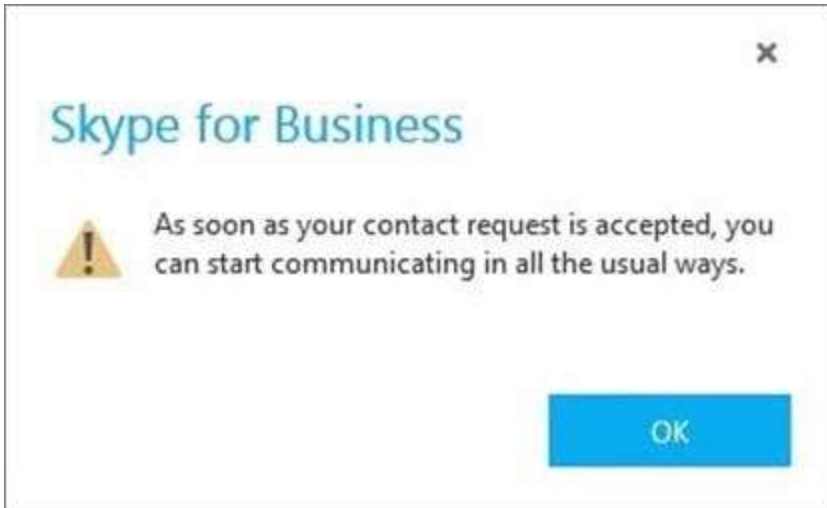
   If you send a request and try to communicate with a Skype user before your request has been accepted, you will receive the following notification.

If you haven't sent a request and try to communicate with a Skype user, you'll receive the following notification.

Note Some people might have an organization account and a Skype account. So if you work with someone and are also friends with them, you might want to add both of their identities to your contacts.