



# How to Set Up an Online Skype Meeting

This tutorial will show you how to set up an online Skype meeting through Outlook

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If you need any assistance please contact the IT Helpdesk in one of the following ways.  
Browse to [www.helpdesk.thomasmore.edu](http://www.helpdesk.thomasmore.edu), call 859-344-3646, email [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu), or stop by the Computer Center on the lower level of the administration building.

# Open the Outlook Client

The screenshot displays the Outlook calendar application. The top ribbon contains tabs for File, Home, Send/Receive, Folder, and View. The Home tab is active, showing options for creating new items (Appointment, Meeting, Skype Meeting), viewing (Today, Next 7 Days, Day, Work Week, Month, Schedule View), and managing calendars (Open Calendar, Groups, E-mail Calendar, Share Calendar Online, Permissions). A search bar for people and an address book are also visible.

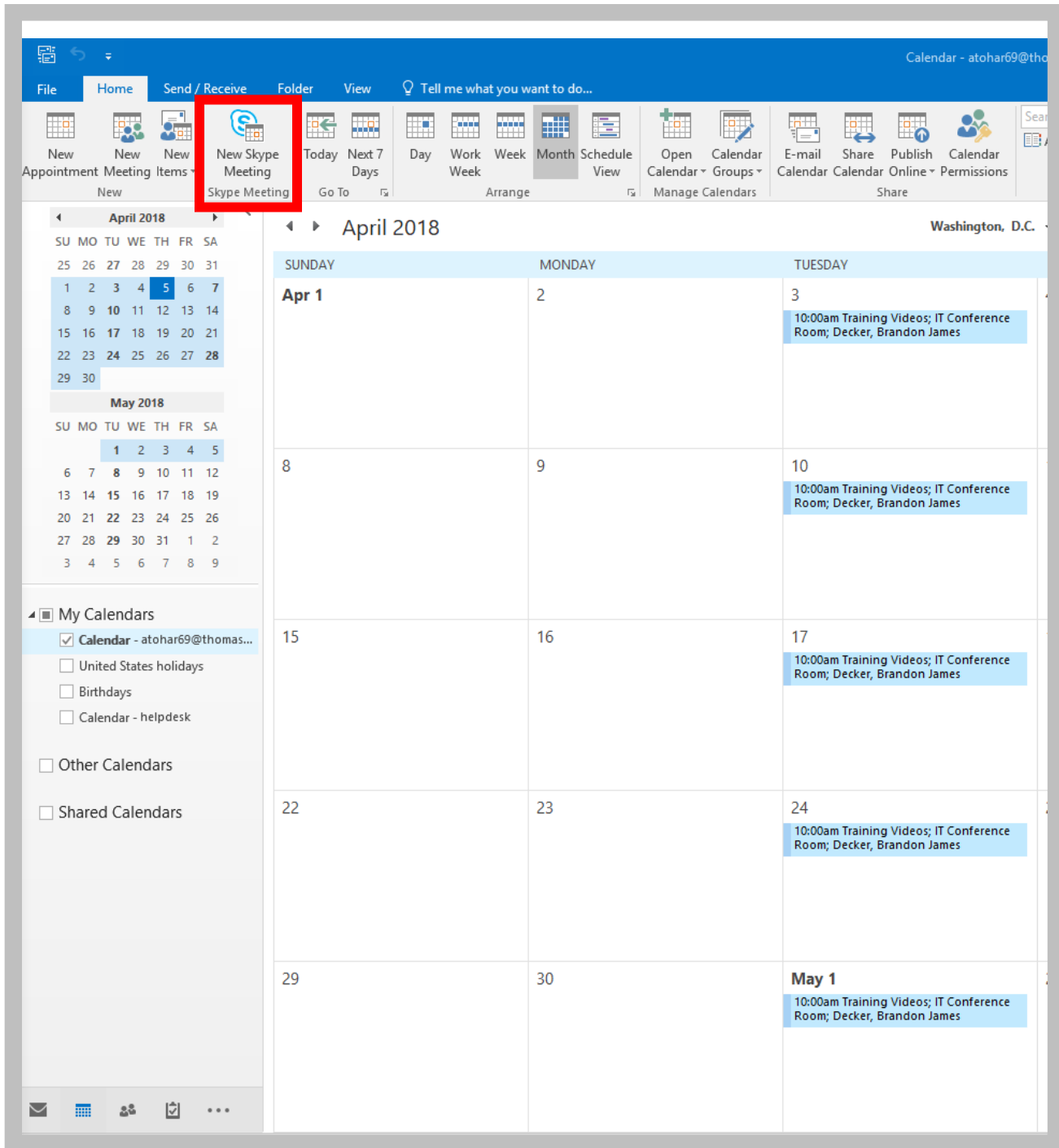
The main area shows a monthly calendar for April 2018. The days of the week are labeled at the top: SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, and FRIDAY. The calendar grid shows dates from 1 to 30. A repeating event is visible on Tuesdays (3, 10, 17, 24) and May 1st. The event details are: "10:00am Training Videos; IT Conference Room; Decker, Brandon James". The current date, April 5th, is highlighted in blue.

On the left side, there is a navigation pane with a "My Calendars" section. It includes a checked item "Calendar - atohar69@thomas..." and several unchecked items: "United States holidays", "Birthdays", "Calendar - helpdesk", "Other Calendars", and "Shared Calendars".

At the bottom left, it says "Items: 7" and "Reminders: 11". At the bottom right, it says "All folders are up to date".

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# Click “New Skype Meeting”



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# Enter the name of the person you would like to set the Skype meeting up with and add a subject and location if wanted

The screenshot shows the 'Skype Meeting - Meeting' window in Microsoft Office. The ribbon includes 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' tab is active, showing options like 'Calendar', 'Appointment', 'Scheduling Assistant', 'Join Skype Meeting', 'Meeting Options', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', and 'Response Options'. The 'To...' field is populated with 'Decker, Brandon James', the 'Subject' is 'Skype Meeting', and the 'Location' is 'Skype Meeting'. A red box highlights these three fields. Below the form, there is a 'Join Skype Meeting' link, a 'Help' link, the Thomas More College logo, and contact information for the IT Services helpdesk.


You haven't sent this meeting invitation yet.  
This appointment conflicts with another one on your calendar.

To... Decker, Brandon James  
Subject Skype Meeting  
Location Skype Meeting

Start time Wed 4/11/2018 12:00 AM  All day event  
End time Thu 4/12/2018 12:00 AM

→ [Join Skype Meeting](#)  
Trouble Joining? [Try Skype Web App](#)

[Help](#)

  
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Please contact the IT Services helpdesk <http://helpdesk.thomasmore.edu> or 859-344-3646 if you have any questions.

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# Set a “Start time” and “End time” to organize when the Skype meeting will take place

The screenshot shows the Microsoft Office calendar interface for a Skype Meeting. The ribbon includes tabs for File, Meeting, Insert, Format Text, and Review. The Meeting tab is active, showing options like Calendar, Appointment, Scheduling Assistant, Join Skype Meeting, Meeting Options, Meeting Notes, Cancel Invitation, Address Book, Check Names, Response Options, Show As (set to Busy), Reminder (15 minutes), Recurrence, Time Zones, Room Finder, Categorize, and Tags. A message at the top states: "You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar." The invitation details are as follows:

To...	Decker, Brandon James		
Subject	Skype Meeting		
Start time	Wed 4/11/2018	12:00 AM	<input type="checkbox"/> All day event
End time	Thu 4/12/2018	12:00 AM	

Below the invitation details, there is a link to "Join Skype Meeting" and a "Help" link. The Thomas More College logo and name are displayed, along with the text: "#1 College in Kentucky for ROI According to PayScale.com Report". At the bottom, contact information for the IT Services helpdesk is provided: "Please contact the IT Services helpdesk <http://helpdesk.thomasmore.edu> or 859-344-3646 if you have any questions."

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# Click "Send"

Skype Meeting - Meeting

File Meeting Insert Format Text Review Tell me what you want to do...

Delete Forward Appointment Scheduling Assistant Join Skype Meeting Meeting Options Meeting Notes Cancel Invitation Address Book Check Names Response Options Show As: Busy Reminder: 15 minutes Recurrence Time Zones Room Finder Categorize Private High Imp Low Imp Tags

You haven't sent this meeting invitation yet.  
Appointment conflicts with another one on your calendar.

To... Decker, Brandon James

Subject Skype Meeting


Location Skype Meeting

Start time Wed 4/11/2018 12:00 AM  All day event

End time Thu 4/12/2018 12:00 AM

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[Help](#)

  
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# When it's time to meet, click on the link in your email

The screenshot shows the Outlook interface for a meeting invitation. The ribbon at the top includes 'File', 'Meeting', 'Insert', 'Format Text', and 'Review'. The 'Meeting' ribbon is active, showing options like 'Calendar', 'Appointment Scheduling Assistant', 'Join Skype Meeting', 'Meeting Options', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As: Busy', 'Reminder: 15 minutes', 'Recurrence', 'Time Zones', 'Room Finder', 'Categorize', and 'Private High Imp'. Below the ribbon, a message reads: 'You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar.' The invitation details are as follows:

- To...: Decker, Brandon James
- Subject: Skype Meeting
- Location: Skype Meeting
- Start time: Wed 4/11/2018, 12:00 AM
- End time: Thu 4/12/2018, 12:00 AM

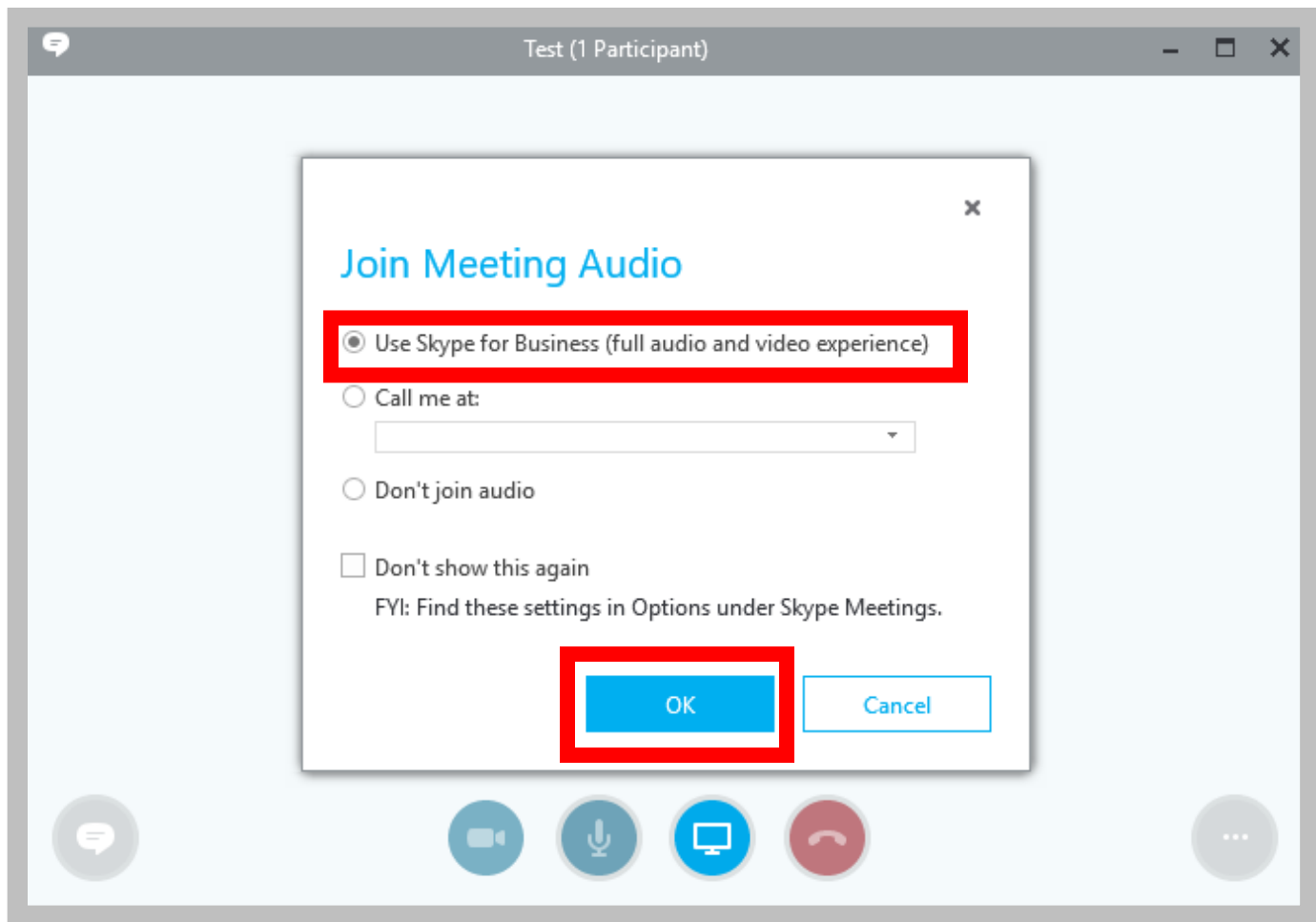
A red box highlights the following text:

→ [Join Skype Meeting](#)  
Trouble Joining? [Try Skype Web App](#)

Below the link is a 'Help' link and the Thomas More College logo. The college name is 'THOMAS MORE COLLEGE', with the tagline '#1 College in Kentucky for ROI According to PayScale.com Report'. At the bottom, it says: 'Please contact the IT Services helpdesk <http://helpdesk.thomasmore.edu> or 859-344-3646 if you have any questions.'

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## Check “Use Skype for Business” and click “Ok”



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## You will now be taken to your Skype meeting



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