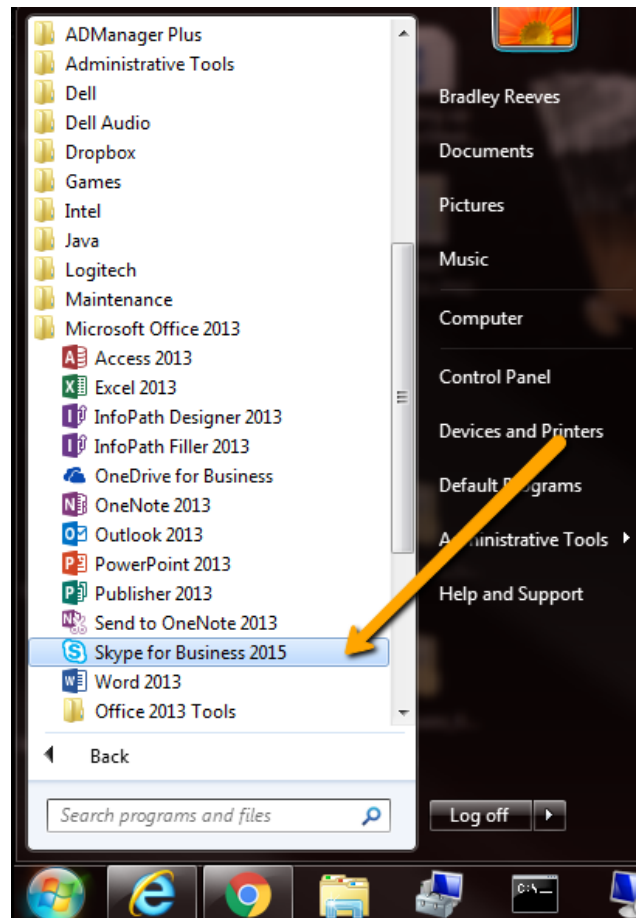
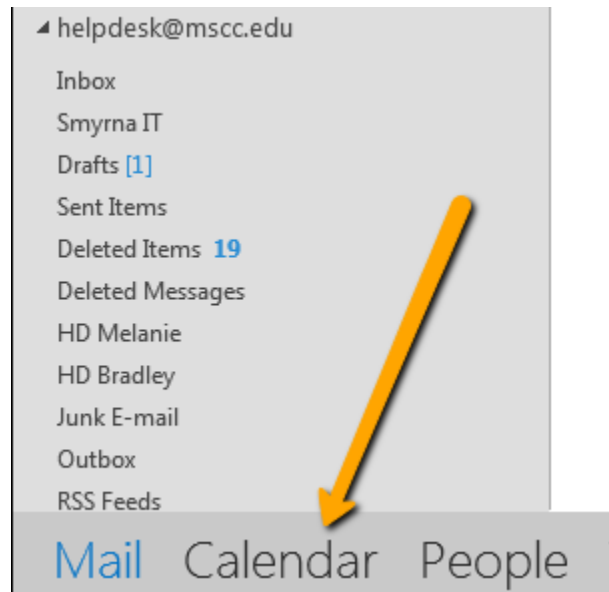


Setting up Skype Meetings

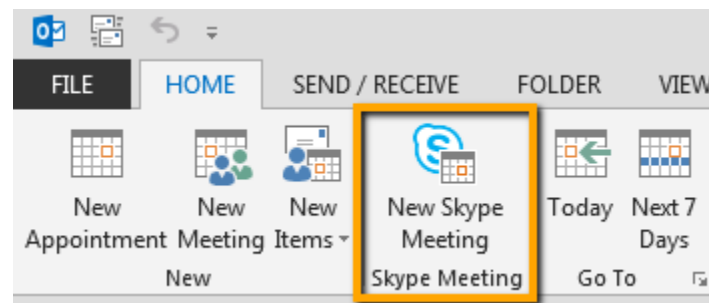
- Open up Skype for Business.



- Open up Outlook and go to the Calendar tab.



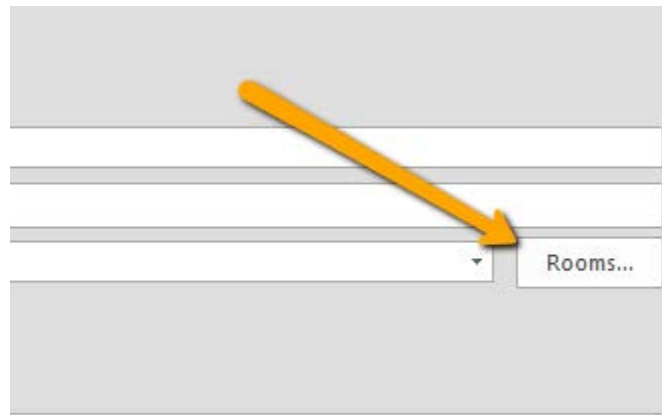
- You should see a tab that has a Skype Meeting button. Click that button.



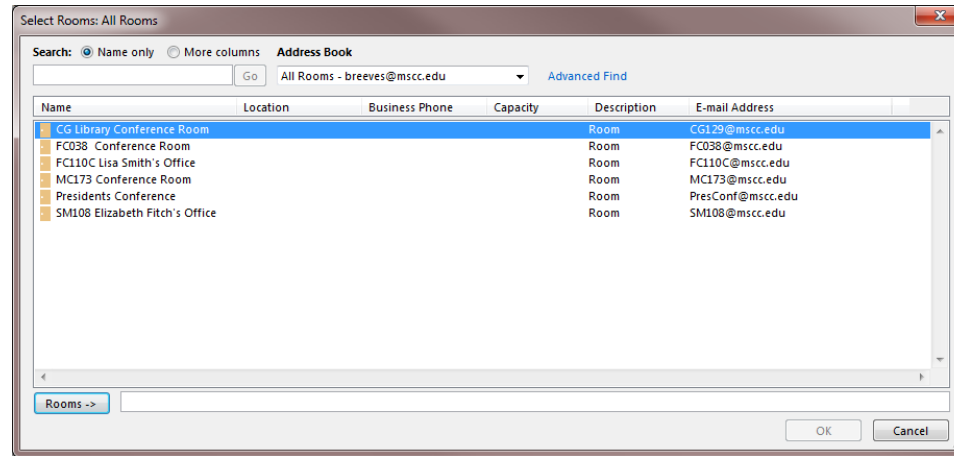
- It should pull up a message window like one that you see below.



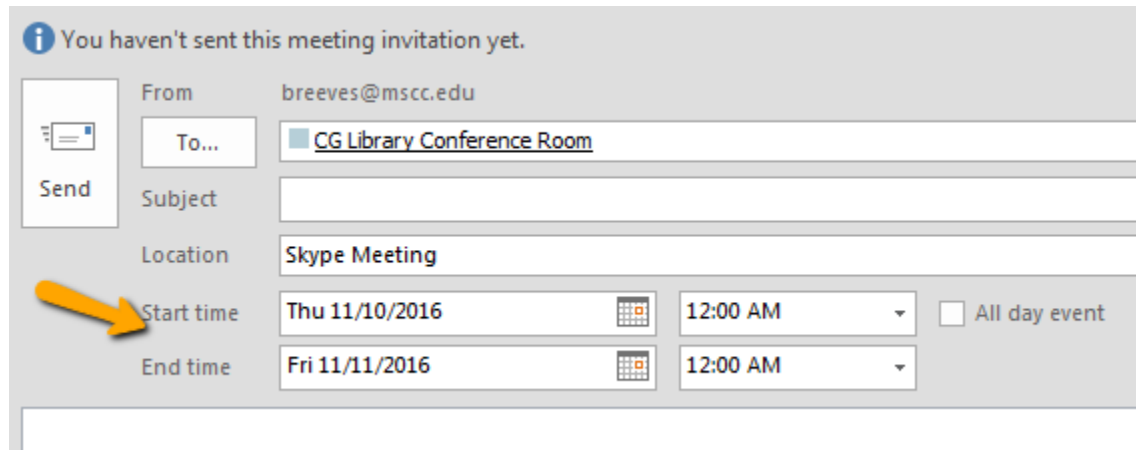
- Click the Rooms button




Outlook will display this box. Double click the room(s) that will be used. Once all of the rooms are selected, click OK.





- Once you go back to the screen below, you'll need to set the start and end date & time (just like any other calendar setting).



- Make sure that each person who is to attend the meeting is listed in the e-mail so that each get a copy of the link.

 You haven't sent this meeting invitation yet.


  Send


From breeves@mscc.edu

To... CG Library Conference Room; Brenda Swift; |

Subject

Location CG Library Conference Room

Start time Thu 11/10/2016  12:00 AM All day event

End time Fri 11/11/2016  12:00 AM

- This process must be done once for each interview.