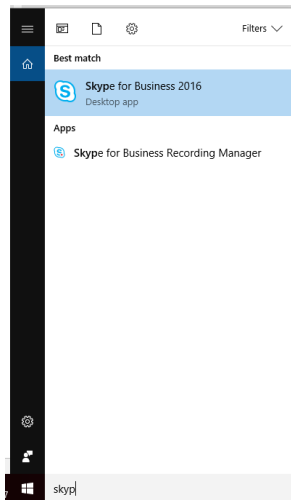


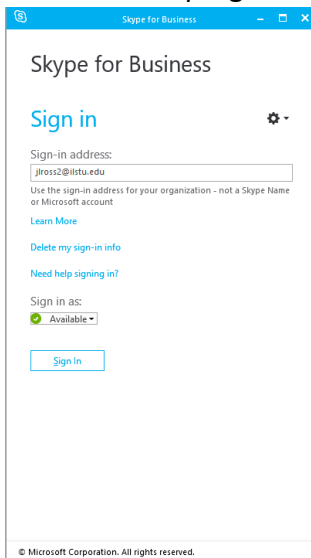
Create Skype Meeting Through Outlook and Office365


Create Skype Meeting through Outlook

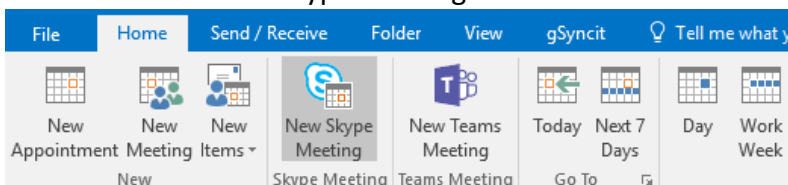
1. If you have not logged into Skype for Business, search Skype in the search bar and click on *Skype for Business 2016*.



2. At the Skype for Business login screen, type in your email address as ULID@ilstu.edu where ULID is your actual ULID. Press Enter. Once you are logged in, you can click on the x to close the program.

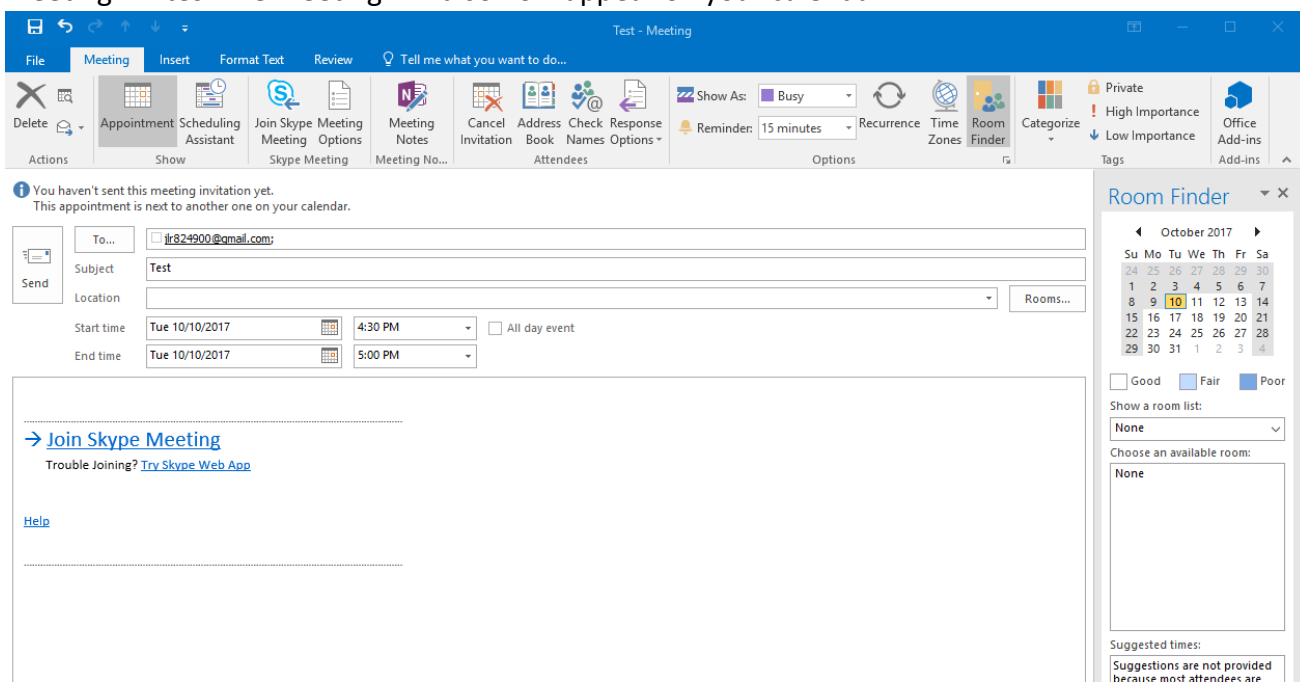


3. In Outlook, click on the calendar icon on the bottom left of the screen  to go your calendars. On the taskbar at the top of the screen, click on the *New Skype Meeting* button to create the Skype meeting.



Create Skype Meeting Through Outlook and Office365

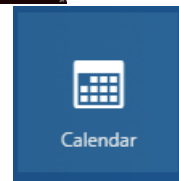
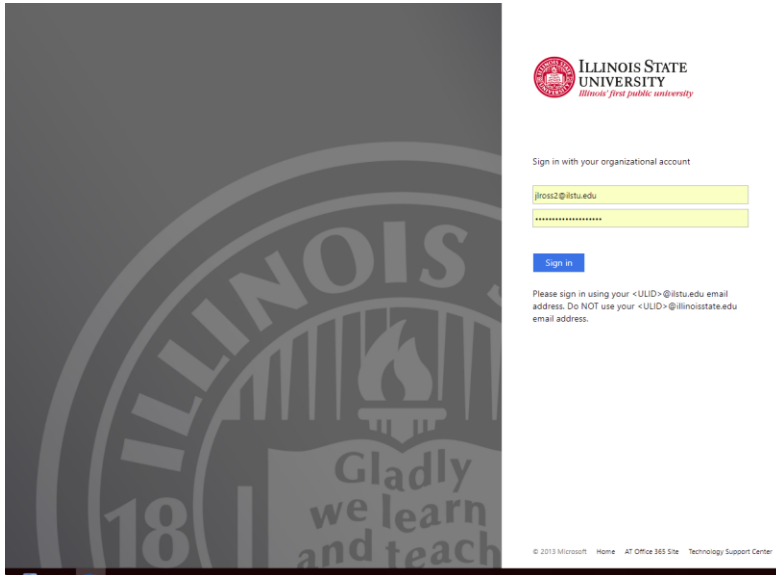
4. The Skype Meeting setup screen looks very similar to creating a regular meeting in Outlook. In the To field, enter the email addresses of the participants that you would like to send an invite to. (250 participants is the max number allowed)
5. Enter a subject of the meeting of the subject field, which will be the subject of the invite email they will receive.
6. Set the date, start time and end time of the meeting. Participants will be able to enter meeting 10 minutes before the start time and will not be able to reenter the meeting after the end time.
7. Once your meeting information has been entered and is correct, click Send to send meeting invites. The meeting will also now appear on your calendar.



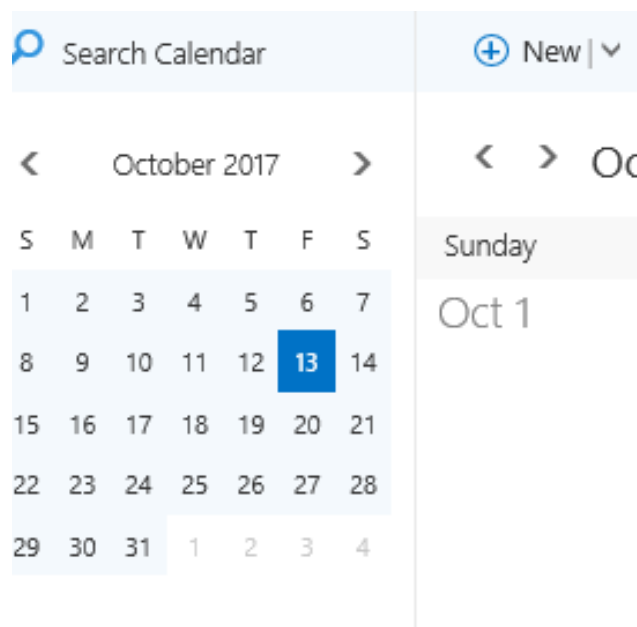
Create Skype Meeting Through Outlook and Office365

Create Skype Meeting through Office365

1. Open a web browser. In the addresses bar, type in office365.ilstu.edu. Press enter.
2. At the Office365 login page, enter the username as ULID@ilstu.edu where ULID is your actual ULID. Put in your password in the password box, then *Click Sign In*.

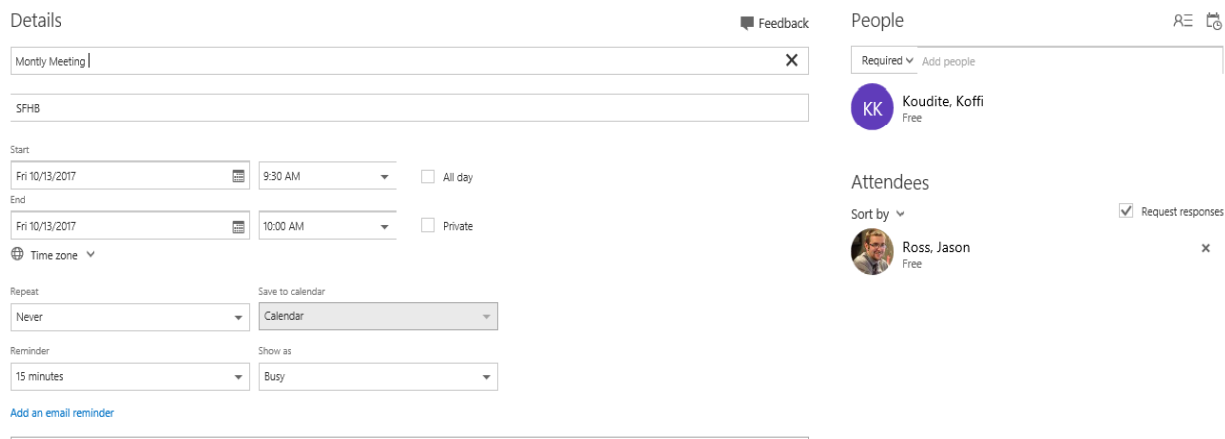


3. On the main Office365 menu, click on the Calendar tile.
4. Click on New to create a new meeting invitations



Create Skype Meeting Through Outlook and Office365

5. Add the recipients, start and end date and time, subject and any other additional information.



The screenshot shows the Outlook meeting creation interface. On the left, the 'Details' section includes a subject line 'Montly Meeting |', a location field 'SFHB', and date/time pickers for 'Start' (Fri 10/13/2017, 9:30 AM) and 'End' (Fri 10/13/2017, 10:00 AM). There are checkboxes for 'All day' and 'Private'. Below these are options for 'Repeat' (Never), 'Save to calendar' (Calendar), 'Reminder' (15 minutes), and 'Show as' (Busy). A blue link 'Add an email reminder' is visible. On the right, the 'People' section shows a 'Required' dropdown and an 'Add people' button. Below this, two attendees are listed: 'Koudite, Koffi' (Free) and 'Ross, Jason' (Free). A 'Request responses' checkbox is checked. At the bottom of the interface, a toolbar contains buttons for 'Send', 'Discard', 'Attach', 'Add Skype meeting', 'Charm', and 'Categorize'.

6. Click the Add Meeting button to add online meeting details to your meeting invitation. Then click send. Your Skype Meeting has now been created.