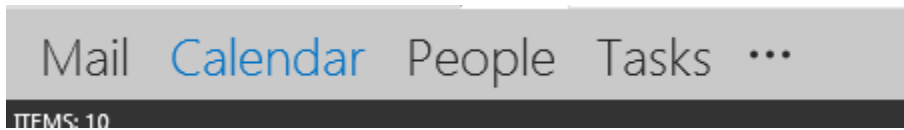
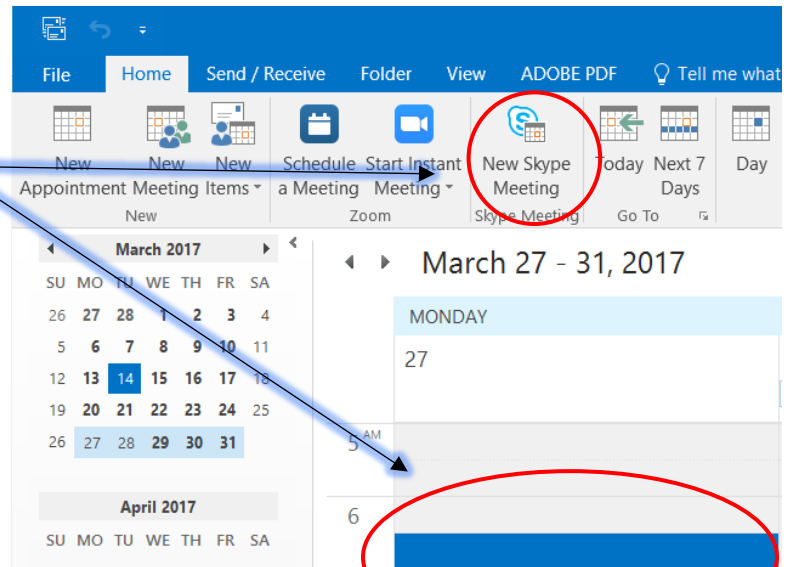


Creating a Skype for Business Meeting in Outlook

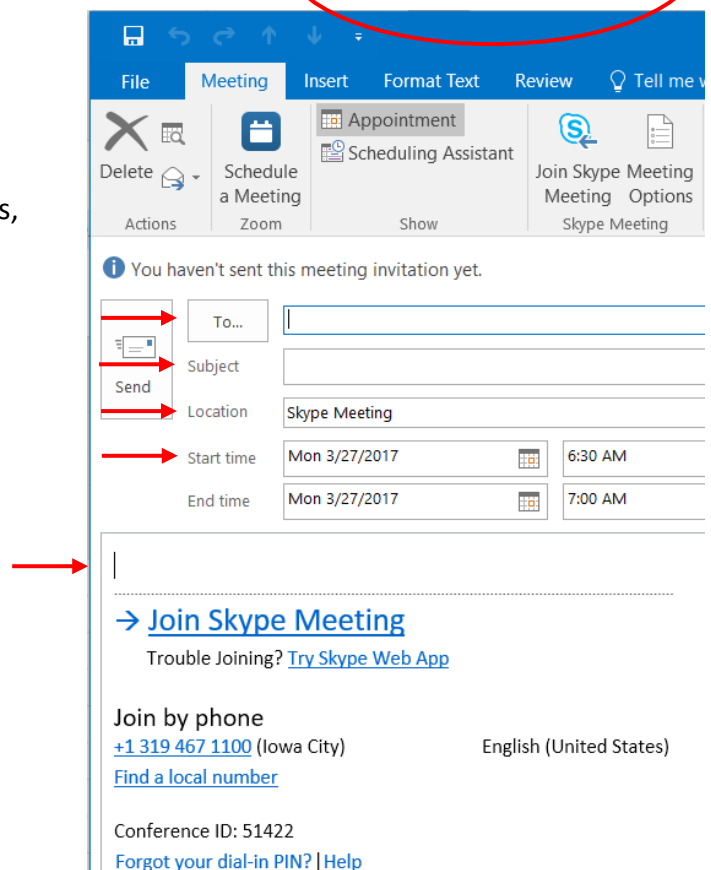
1. In Microsoft Outlook, bottom-left corner, click **Calendar**.



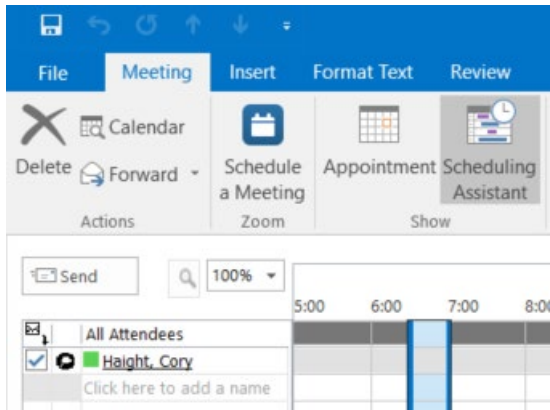
2. -Find an open time on your calendar and highlight it by clicking it.
-Then click **New Skype Meeting**.



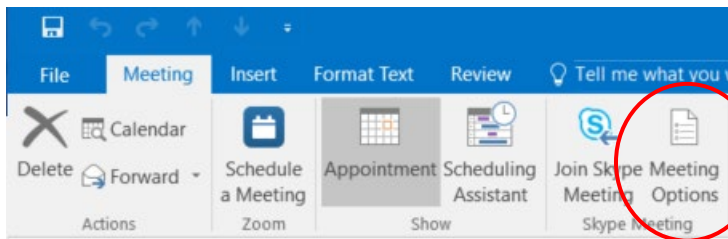
3. In the pop-up window. Enter in the email address, subject, location, Start/End Time, and message.



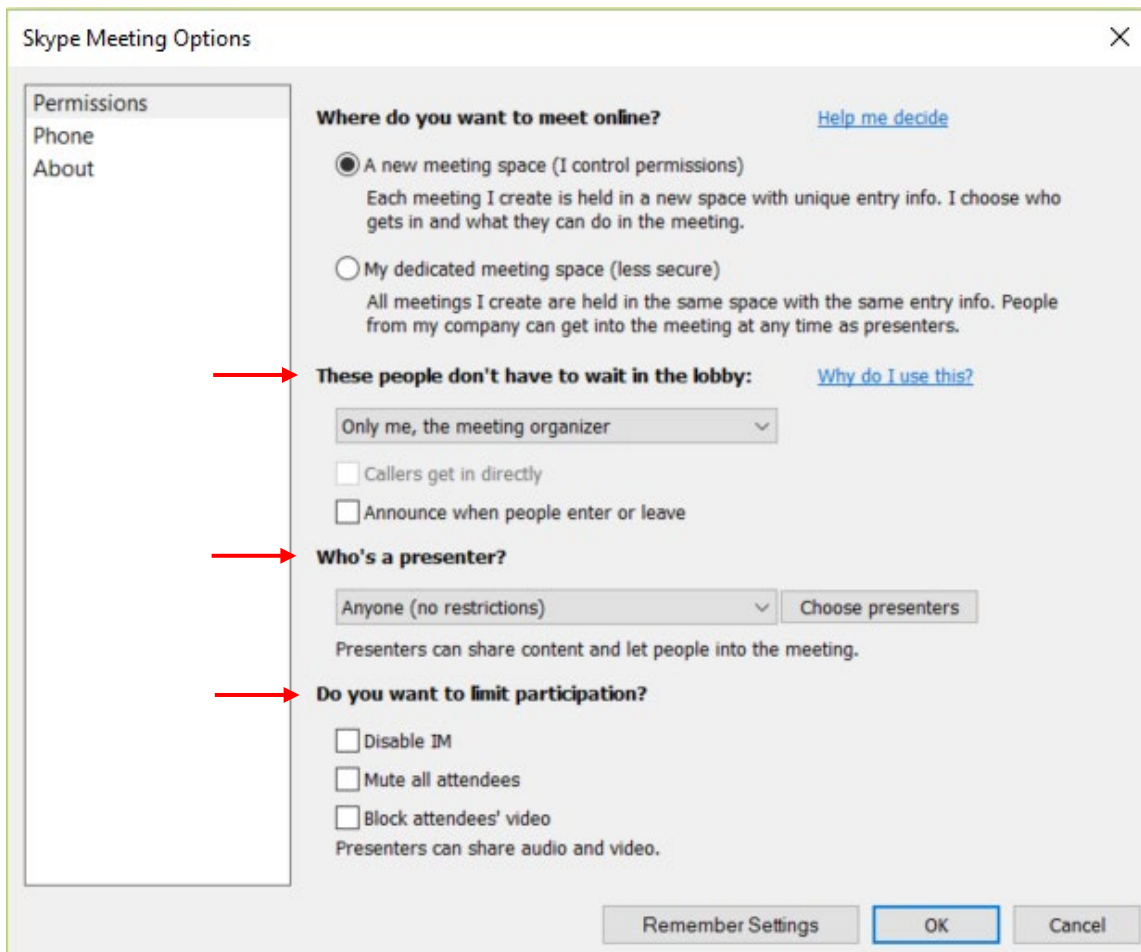
4. Click on **Scheduling Assistant** to coordinate with other people using Outlook Calendar.



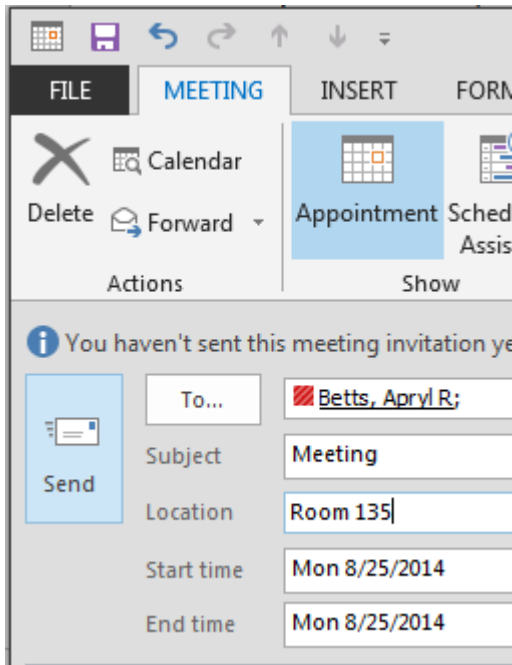
5. Click on **Appointment** again. Now click Meeting Options and a new window pops up.



6. Choose if you want people to **wait in the lobby** or **get in directly**. Also choose if they can share content. Click Ok when you're finished.



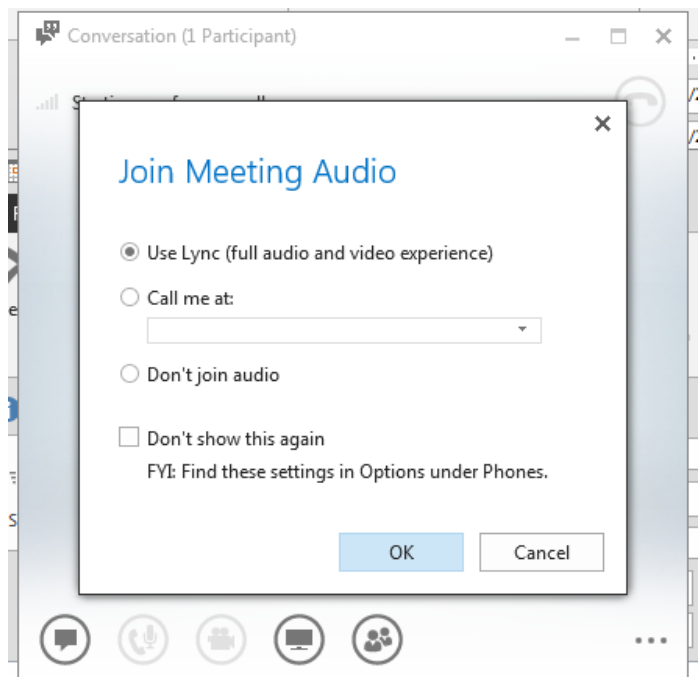
7. Once your message looks good. Click **Send**.



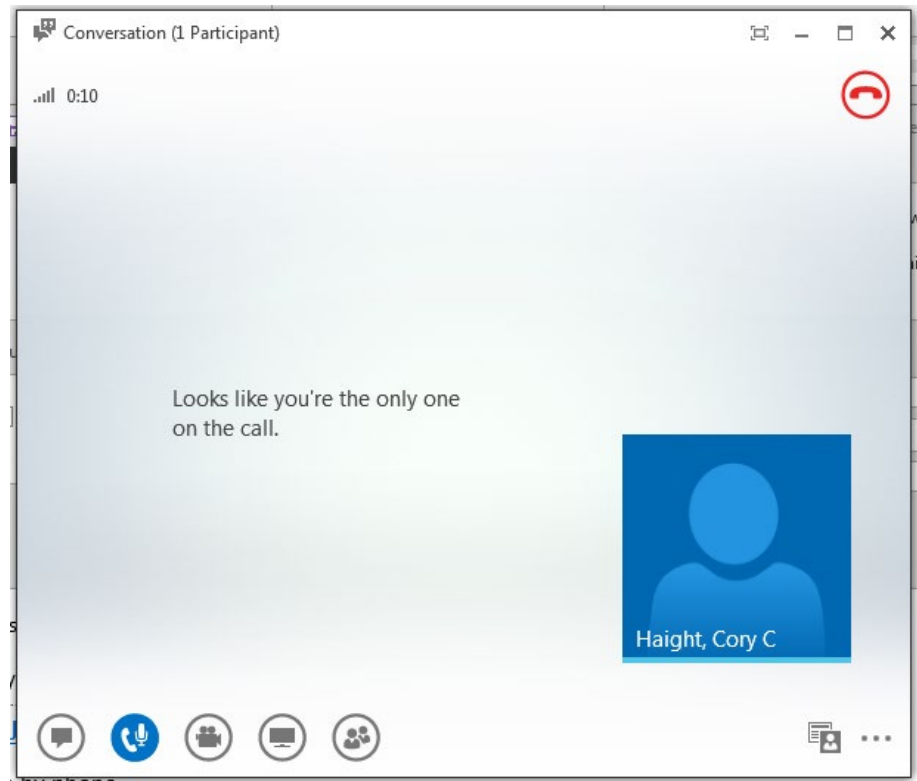
Joining the Meeting

1. To Join a Skype Meeting from an email invite, click the **Join Skype Meeting** invite you received or sent by email from Step 5 of the Create Instructions.
2. Depending on whether you have the Lync Program installed on your computer, the call will open Skype on your computer or on their website. If it's on their website you will have to Run their plug-in. Sign in with your Hawk ID or as a Guest.

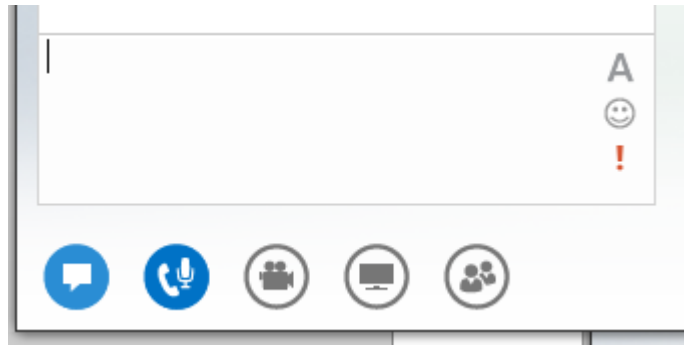
In this window, choose how you want others to see/hear you.



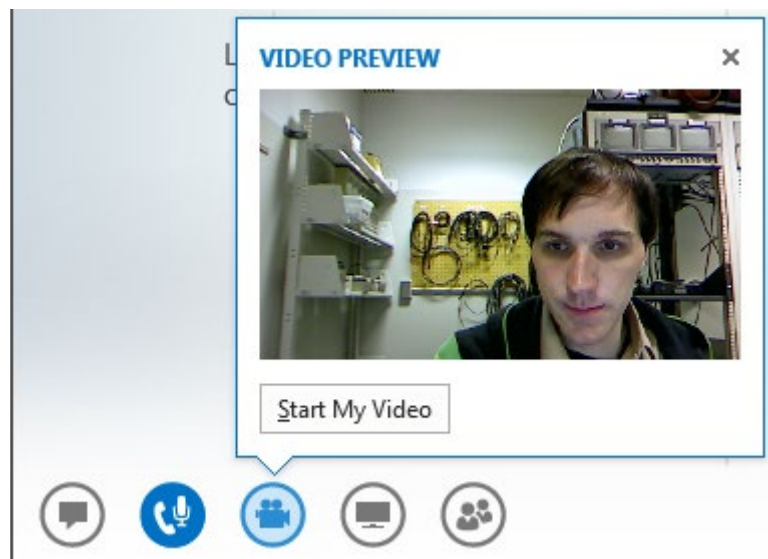
3. This is what the call window looks like.



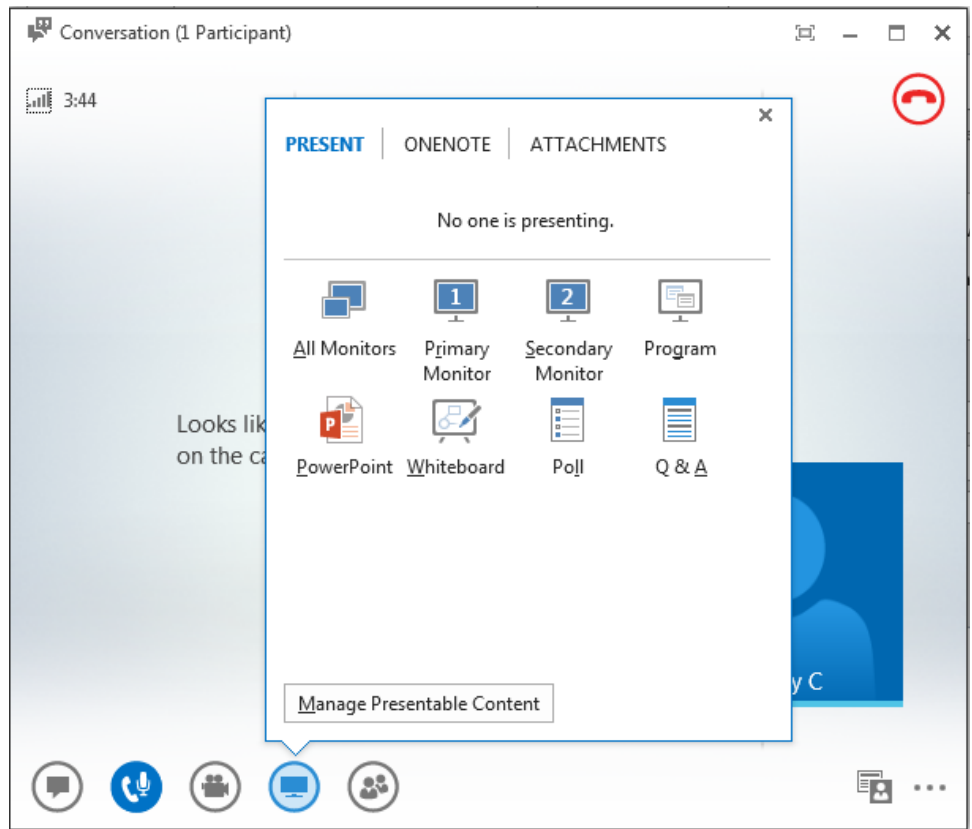
4. Click the Speech Bubble icon to send a message.



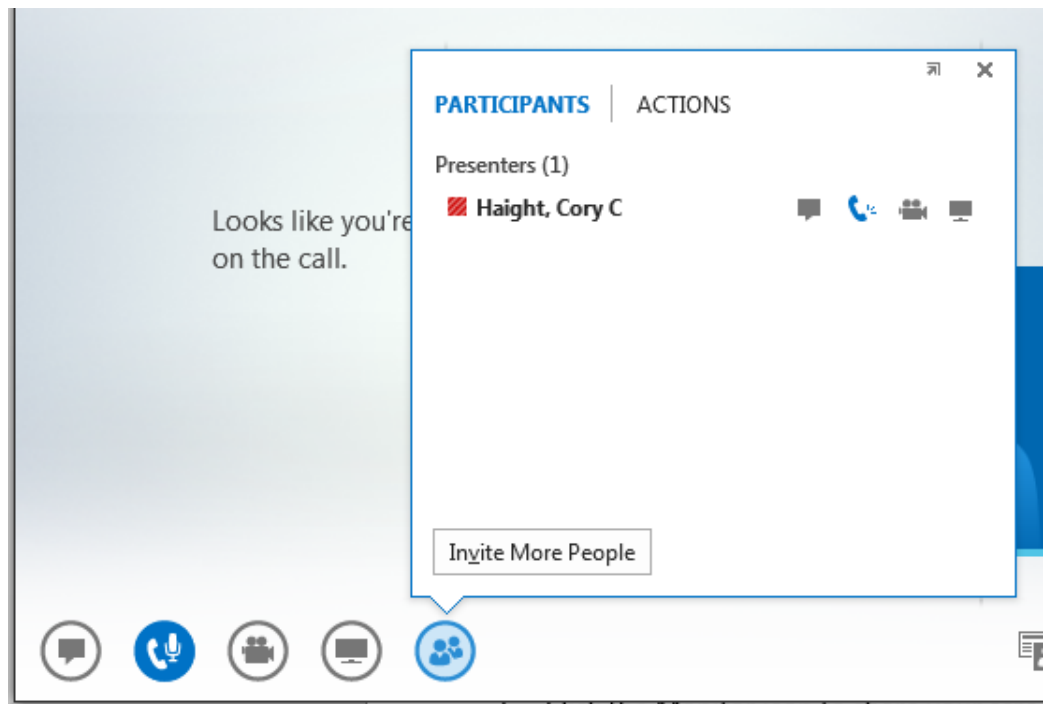
5. Click the movie camera icon to start your webcam video.



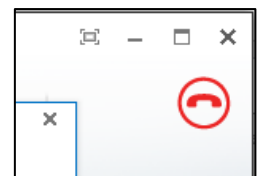
- 5. Click the Monitor icon to share your screen/document and more.



- 6. Click the icon of two people to invite more attendees.



- 7. To leave the call, click the red phone icon in the upper right of the window.

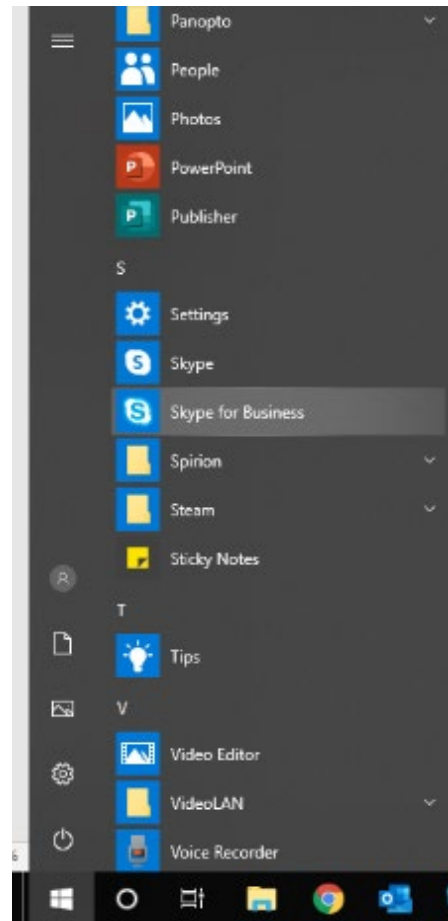


Skype for Business Messenger

To open the program, press the Windows Key on the keyboard or pressing the Windows icon in the bottom left corner of the monitor.



Navigate to Skype for Business



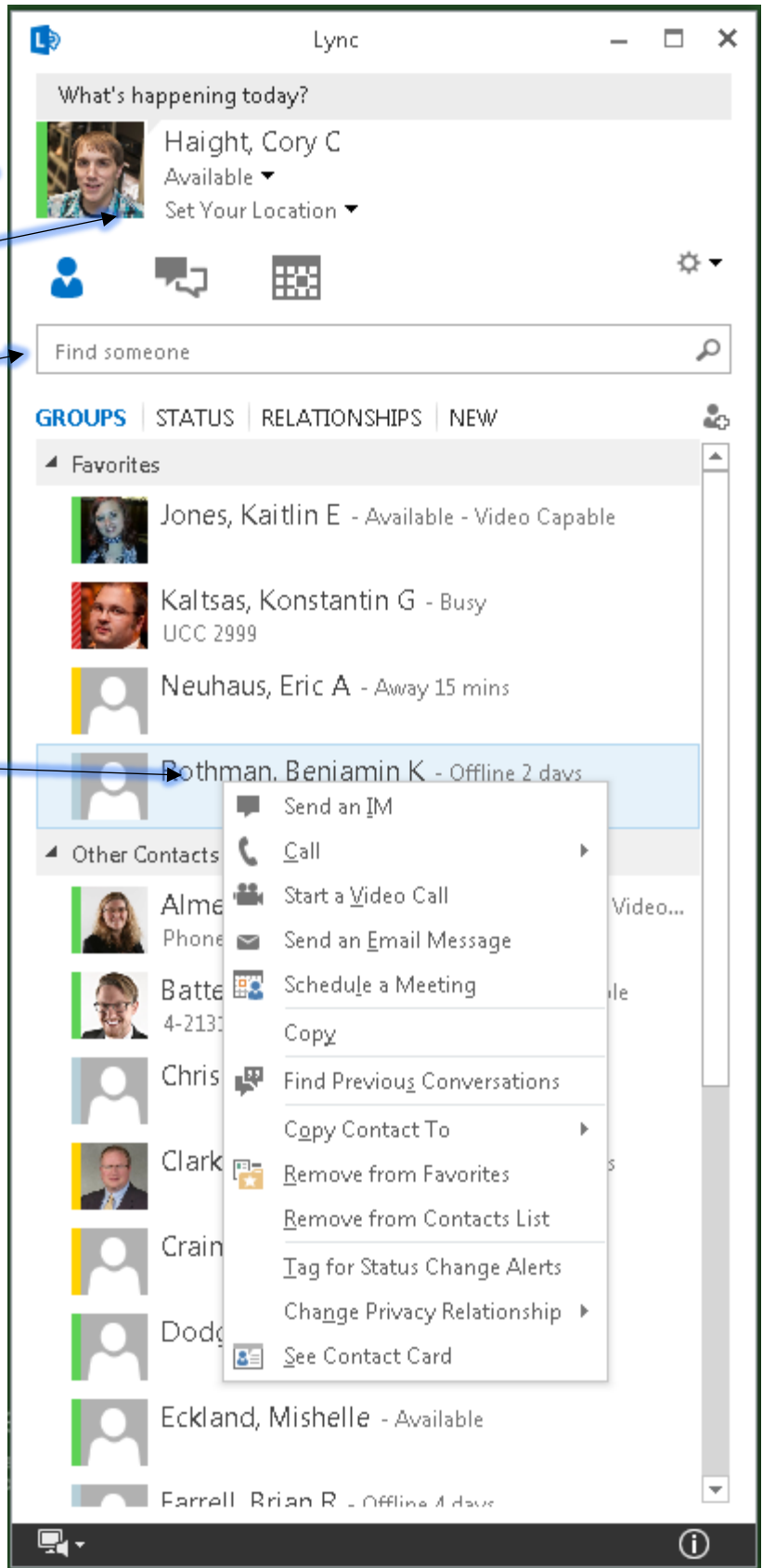
This is what Messenger looks like when it's open.

Click to change Profile photo and other general settings.

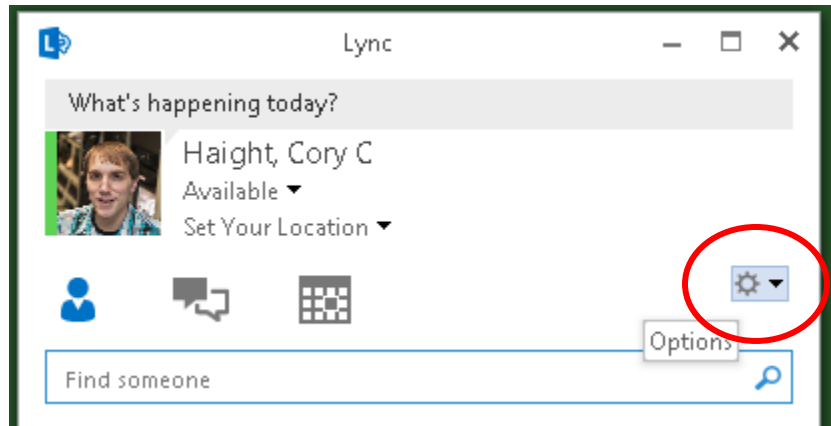
Click to change your Availability Status or Change your Location.

Click to Add a Contact.

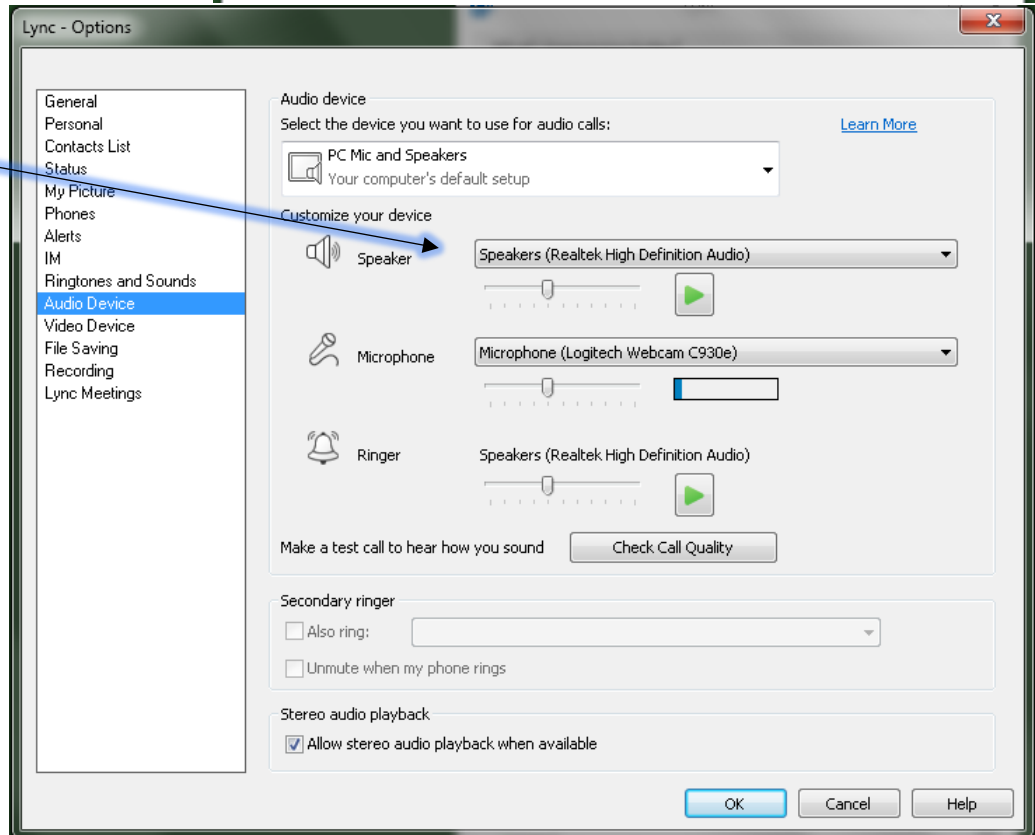
Right click a contact to start a chat, video call, email, etc.



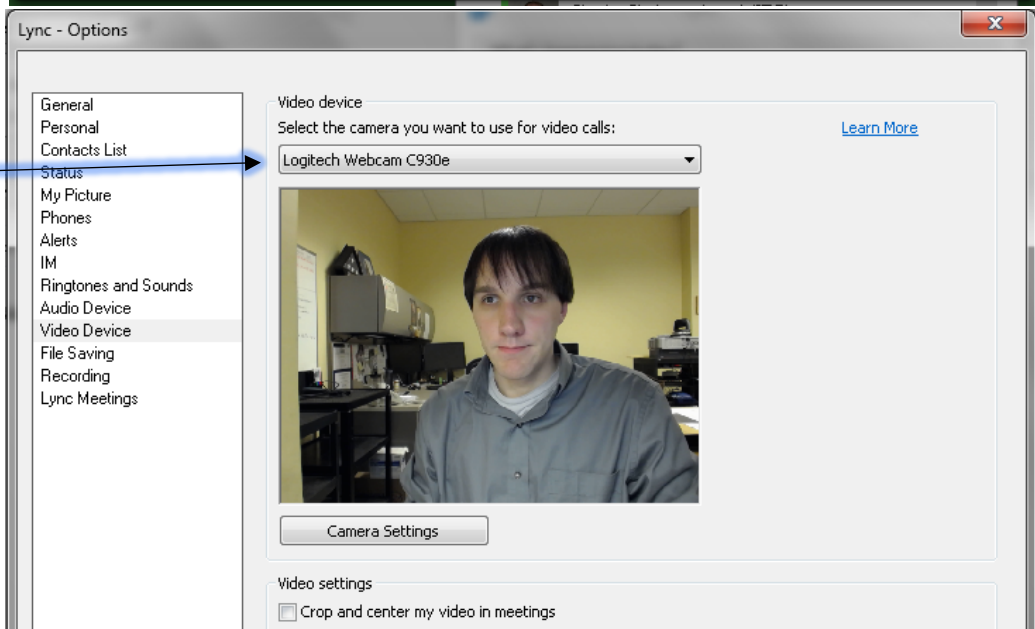
To adjust Audio/Video devices click the cog icon.



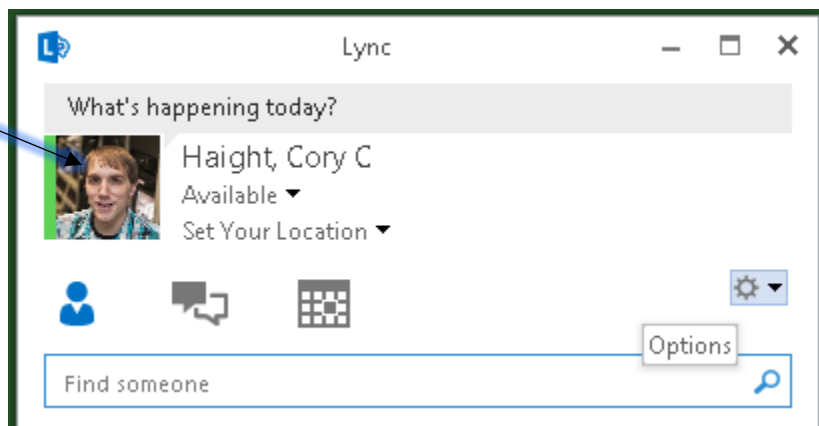
On the popup window, under Audio Device, click here to choose your audio device. Click OK at the bottom.



Under Video Device, click here to choose your video device.



To change your Profile photo click the Options click the photo area.



Host your photo publicly on a website. In the pop-up window, copy in the URL where you're hosting your public photo. I use Office 365's Sharepoint site. Then click Connect to Picture.

