

# Creating a meeting in Skype for Business

How can I set up a meeting with multiple participants at different locations?



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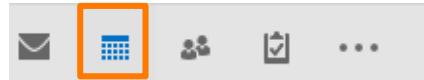
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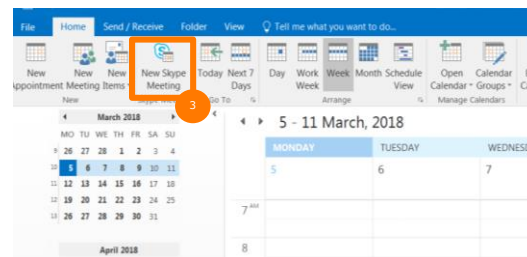
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## Creating a meeting

1. Open Outlook and go to your Calendar link at the bottom.



2. Double-click on the date and time of the meeting to be scheduled.
3. Click on 'New Skype Meeting above'.



## Inviting participants

The following screen will open.

Send Subject:

Location: Skype Meeting

Start time: Mon 05-Mar-18 2:30 PM

End time: Mon 05-Mar-18 3:00 PM

[Join Skype Meeting](#)

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

Join by phone

+31317489100 (31) English (United Kingdom)

[Find a local number](#)

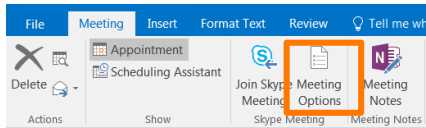
Conference ID: 341927

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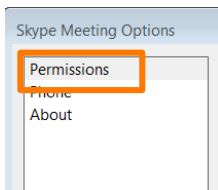
1. Select or type the names of those you wish to invite.
2. Fill in the Subject, Date, Start time and End time.
3. Put your personal invitation text at the very top.

## Setting options

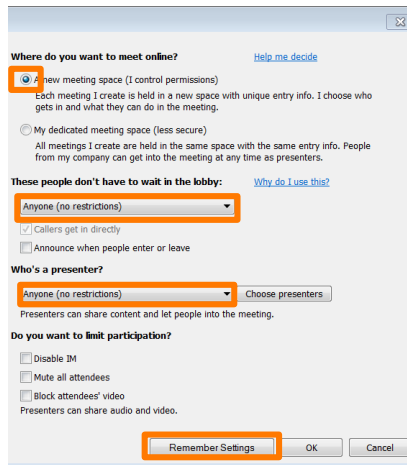
1. Go to 'Meeting Options'



2. Set the options for the meeting. Select 'Permissions'

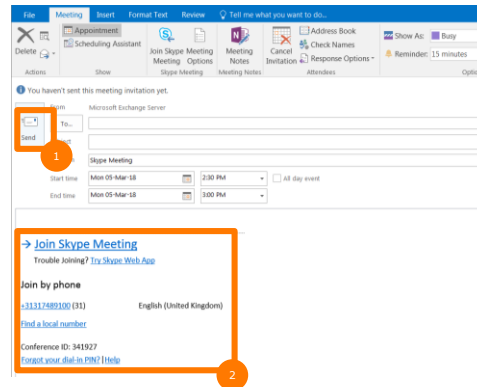


3. The following settings are both recommended and required for a video conference.



## Sending invitation

1. The meeting will be created as soon as you click 'Send'.
2. The meeting information will be sent with the invitation.



## Joining the meeting

1. To join a meeting via Skype for Business on your PC, click on the link '**Join Skype Meeting**' in the invitation.
2. If you do not have Skype for Business, click on the link '**Try Skype Web App**' (it takes 5 minutes to install) and then enter the meeting ID.
3. Join by phone: call +31317489100 and enter the Conference ID.

[→ Join Skype Meeting](#)

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

Join by phone

[+31317489100](#) (31)

English (United Kingdom)

[Find a local number](#)

**Conference ID: 341927**

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