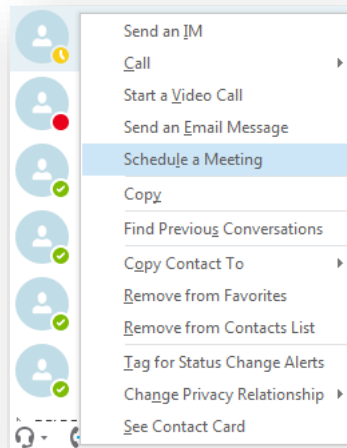


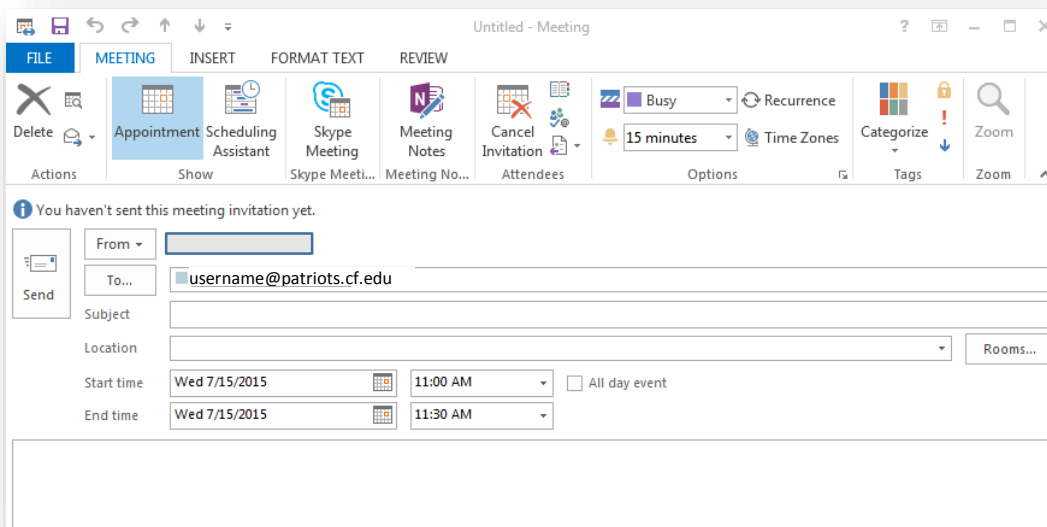
# Skype for Business – Meetings

## Scheduling Meetings in Skype for Business Client

To set up a meeting in Skype for Business, right click on a contact and select **Schedule a Meeting**.



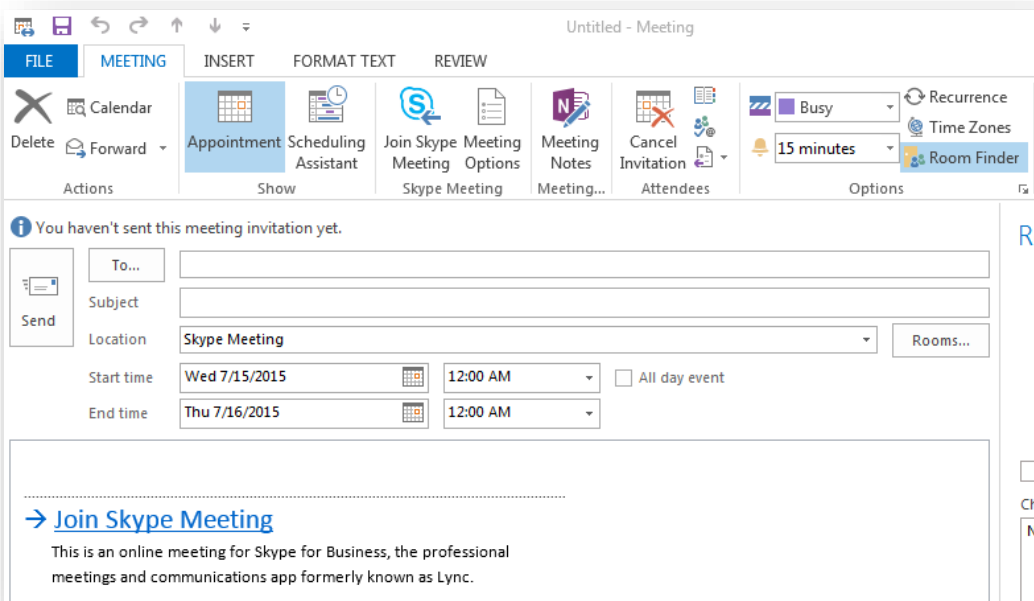
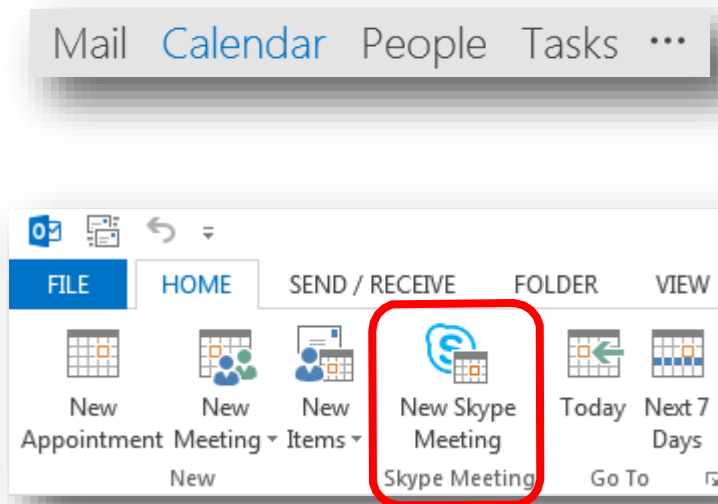
Your Outlook client will open this meeting box where the contact will receive a meeting request upon sending.



The contact(s) that you used to send will appear as a recipient and will receive an alert about the meeting. You can set the date, time, and location, as well as add more recipients, provide a reminder, and give any notes necessary to help set up your meeting.

## Scheduling a Skype for Business Meeting in Outlook Client

To schedule a meeting in Outlook that will send an alert to your recipients' Skype for Business, click on your Calendar, **Home**, and then **New Skype Meeting**.



Like the scheduling meeting accessory in Skype for Business, Outlook provides the same set-up.

For more information on Skype for Business meetings, select Help in the Skype for Business main window and then click Skype for Business Help.