
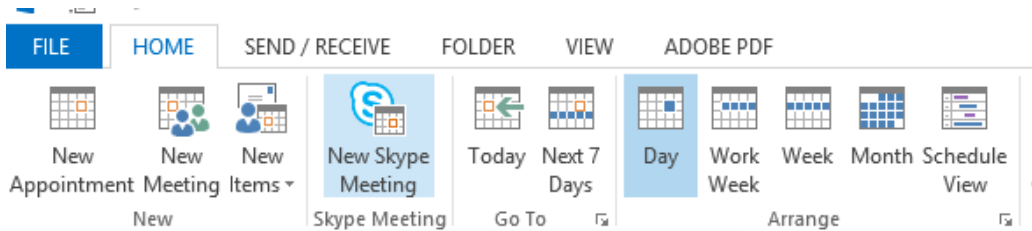


Schedule a Skype for Business Meeting

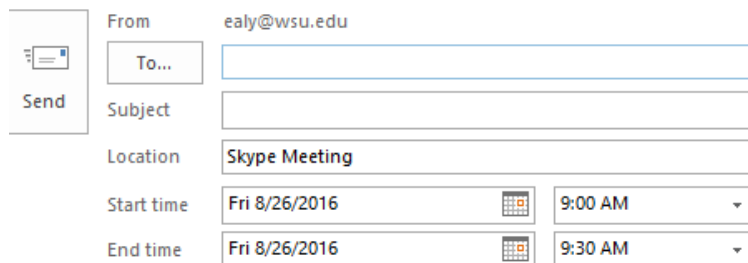
You can schedule a Skype for Business meeting in Outlook. Skype will need to be open for you to see the Skype meeting option.

- Open Outlook

- Go to Calendar 
- From the Home tab click on the **Skype Meeting** button Or **New Skype Meeting**



- Enter the attendees email addresses in the “**To**” box (this can include both WSU and non-WSU addresses). Type a name for the meeting in the **Subject** box. Select a start and end time and change the date (if needed).

The image shows the 'New Meeting' dialog box in Outlook. The 'From' field is filled with 'ealy@wsu.edu'. The 'To...' field is empty. The 'Subject' field is empty. The 'Location' field is filled with 'Skype Meeting'. The 'Start time' field is filled with 'Fri 8/26/2016' and '9:00 AM'. The 'End time' field is filled with 'Fri 8/26/2016' and '9:30 AM'. There is a 'Send' button on the left side of the dialog box.

- Notice a **Join Skype Meeting** link is in the message area. This includes the phone number and Conference ID for phone participants.

→ [Join Skype Meeting](#)

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

Join by phone

[509-335-2277](tel:509-335-2277) (Pullman, WA)

English (United States)

[Find a local number](#) (click here for phone bridge numbers for other locations)

Conference ID: 204027

- Enter any further information in the message area and click **Send**.
- Any updates are done the same as regular Outlook meetings.

Joining a Meeting

- Attendees join the meeting by clicking the [Join Skype Meeting](#) link in the Outlook calendar item/email.
- If you have a meeting where a majority of attendees are calling in on the phone **at least one attendee must join by clicking the “Join Skype Meeting” link.**
- If an attendee does not have Skype for Business installed on their computer or they do not have a Skype for Business account the computer will join the meeting using **Skype for Business Web App** (assuming there is internet access). Once the attendee clicks on the link they will need to follow the instructions in the browser window to join.
- If attendees are joining by phone the phone bridge number for Pullman is included in the meeting invite along with the conference ID. Attendees can click on “Find a local number” for the other phone bridge numbers.
- Attendees will need to press # after entering the ID.
- The other phone bridge numbers are listed below:

Join by phone

509-335-2277 (Pullman)	English (United States)
425-405-1577 (Everett)	English (United States)
509-368-6868 (Spokane)	English (United States)
509-372-7677 (Tri-Cities)	English (United States)
Find a local number	

Conference ID example: 490683

For further information and training please visit the following website:

[Set up a Skype for Business meeting in Outlook](#) or

Contact Coug Tech at (509) 335-4357 or cougtech@wsu.edu

In Conference DTMF Controls

DTMF Feature

- *6 Mute or unmute your microphone
- *4 Toggle audience mute
- *7 Lock or unlock the conference
- *9 Enable or disable announcements for participants entering and exiting the conference
- *3 Privately play the name of each participant in the conference
- *1 Play a description of the available DTMF commands
- *8 Admit all participants currently in the lobby to the conference