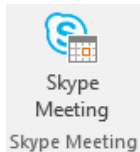


# How to schedule a Skype Conference from Outlook 2016

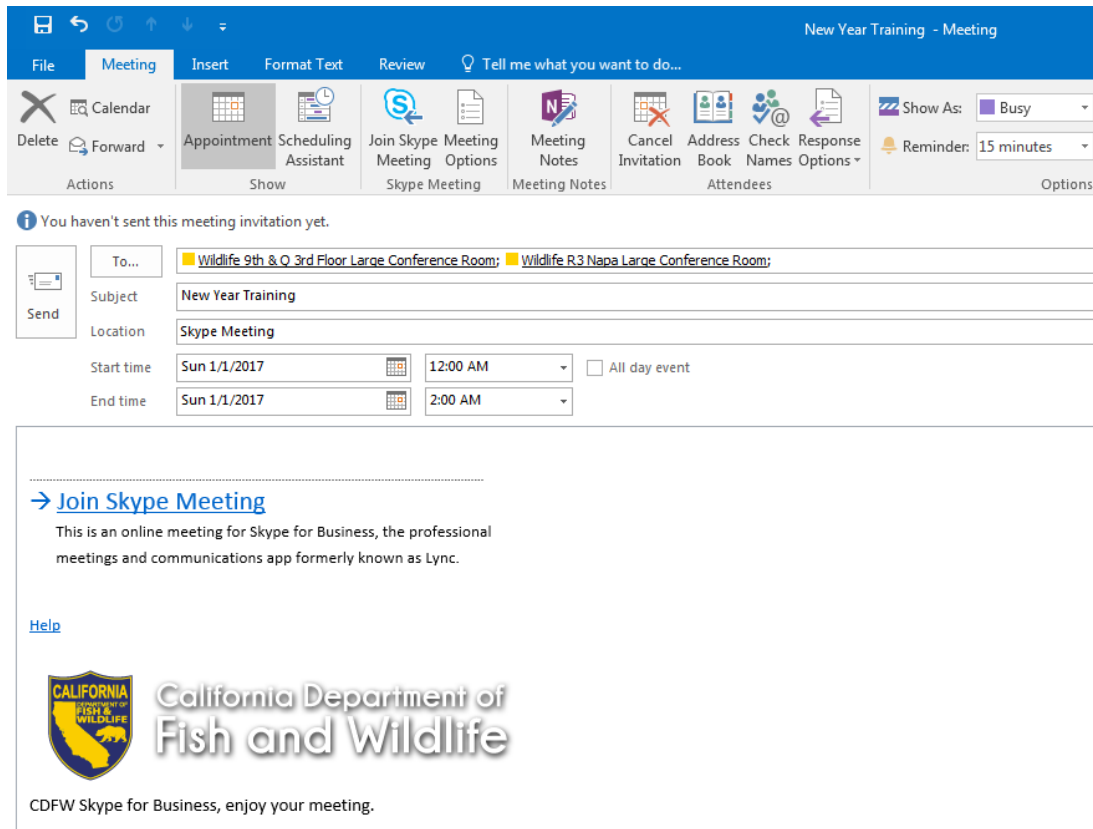
**Summary:** If you have the Skype client installed on your computer, then from Outlook 2016 you can schedule Skype conferences. Once scheduled, you can join the conference at any time by clicking on the “Join Online Meeting” link within the calendar entry.

## Scheduling a Skype Conference

- 1) From Outlook 2016, click on Calendar, then click on the button for New Skype Meeting



- 2) On the new meeting request, add the participants you would like to invite on the “To...” line. Give your meeting a subject, then pick a date & time. If you would like to set any of the options, click on the Meeting Options button.

A screenshot of the Outlook 2016 'New Meeting Request' dialog box. The ribbon at the top shows 'File', 'Meeting', 'Insert', 'Format Text', 'Review', and 'Tell me what you want to do...'. The 'Meeting' tab is active, showing buttons for 'Delete', 'Forward', 'Appointment', 'Scheduling Assistant', 'Join Skype Meeting', 'Meeting Options', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As: Busy', and 'Reminder: 15 minutes'. Below the ribbon, there is a message: 'You haven't sent this meeting invitation yet.' The 'To...' field contains two conference rooms: 'Wildlife 9th & O 3rd Floor Large Conference Room;' and 'Wildlife R3 Napa Large Conference Room;'. The 'Subject' field is 'New Year Training'. The 'Location' field is 'Skype Meeting'. The 'Start time' is 'Sun 1/1/2017' at '12:00 AM' and the 'End time' is 'Sun 1/1/2017' at '2:00 AM'. There is an 'All day event' checkbox which is unchecked. Below the form, there is a link to 'Join Skype Meeting' and a message: 'This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.' At the bottom, there is a logo for the 'California Department of Fish and Wildlife' and the text 'CDFW Skype for Business, enjoy your meeting.'

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- 3) If scheduling multiple Skype Conference Rooms, remember to invite all other conference rooms that you intend to include in your meeting.
- 4) When you are ready to send the invitation, click Send to send the meeting invitation.
- 5) You will receive an email confirming the status of your request (Accepted or Declined). If the Conference Room accepts, then no additional changes are required. However, if conference room comes back as Declined, you will be required to address the conflict (most likely by moving the meeting to a new time or day).

Date: Today			
	Wildlife 9th & Q 3rd Floo... Declined: New Year Training	Wed 1/25/2017 7:55 AM	27 KB
	Wildlife R3 Napa Large C... Declined: New Year Training	Wed 1/25/2017 7:55 AM	27 KB

### Your request was declined because there are conflicts.

The conflicts are:

#### Organizer and Time of Conflicting Meeting

[Davis, Erik-Contractor@Wildlife](mailto:Davis,Erik-Contractor@Wildlife) - Wednesday, January 25, 2017 12:30:00 PM to Wednesday, January 25, 2017 1:30:00 PM

[Burmester, Daniel@Wildlife](mailto:Burmester,Daniel@Wildlife) - Wednesday, January 25, 2017 1:30:00 PM to Wednesday, January 25, 2017 2:30:00 PM

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)