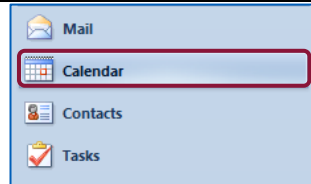


Join a Skype meeting via Outlook

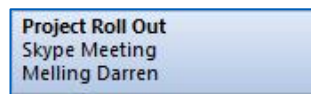
Delegates can join a Skype Meeting directly from their Outlook Calendar.

Quick Reference Guide

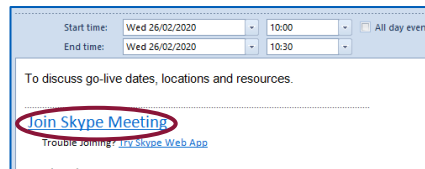
- Open Outlook Calendar



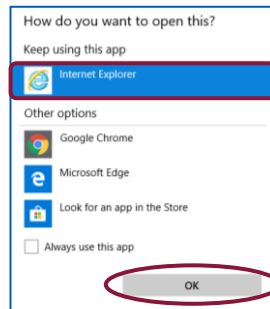
- Find the Skype Meeting and open it.



- Click Join Skype Meeting .



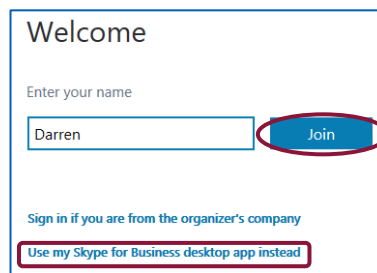
- Select the relevant Browser and click OK.



- A window opens with the following information:



- A further window opens. Enter the name and click Join:



If Skype is installed on the machine, click [Use Skype for Business desktop app instead](#)

To book training or speak to a trainer, please get in touch via:

t 0151 317 8408 e training@imerseyside.nhs.uk