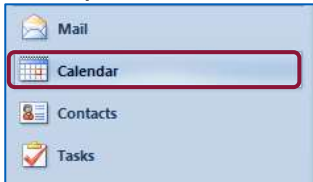


Join a Skype Meeting via Outlook - Desktop

Delegates can join a Skype Meeting directly from their Outlook Calendar

Quick Reference Guide

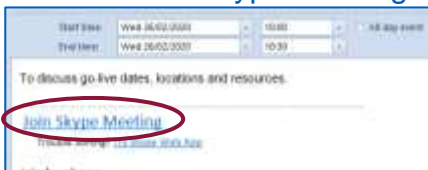
- Open Outlook Calendar



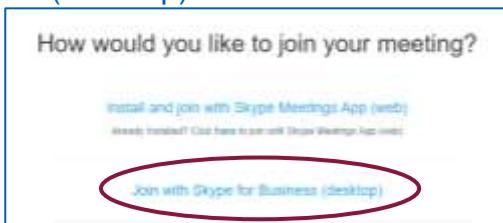
- Find and open the Skype Meeting



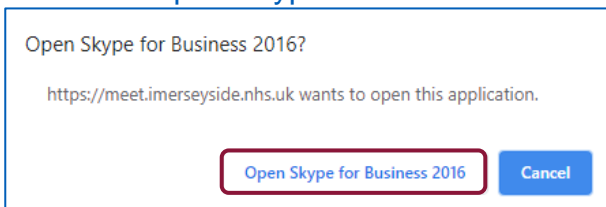
- Click Join Skype Meeting.



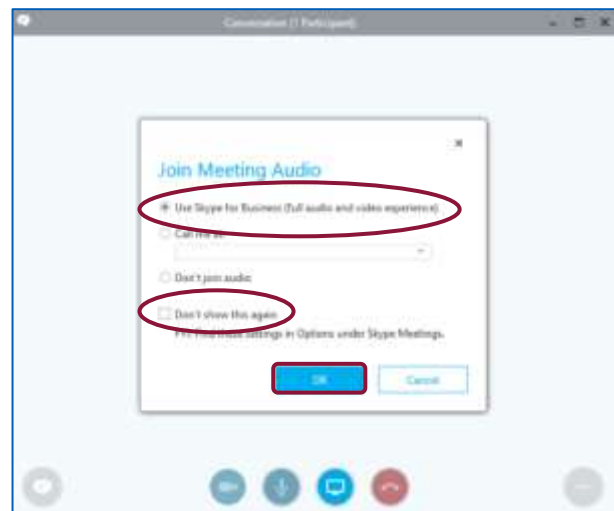
- Select Join with Skype for Business (Desktop).



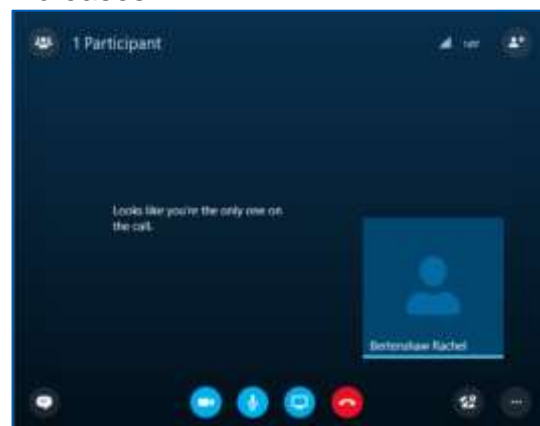
- Select Open Skype for Business 2016.



- Select Use Skype for Business (full audio and video experience).
- Tick Don't show this again. (this will only need to be done the first time).
- Click OK.



The Skype Meeting will load and once loaded it may show that no one else is on the call yet. When another person joins their name appears and the participant number increases.



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

t 0151 317 8408

e training@imerseyside.nhs.uk