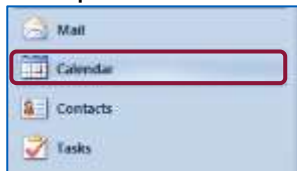


Schedule a Skype meeting via Outlook

Outlook has an “add-in” feature which allows Skype meetings to be created in the same way as a normal meeting would be scheduled.


Quick Reference Guide

- Open [Outlook Calendar](#)

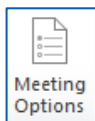


- Click the [New Skype Meeting](#) button on the top ribbon.



-  Update the default [Meeting Options](#) so that a new secure Meeting Space is created for every meeting.

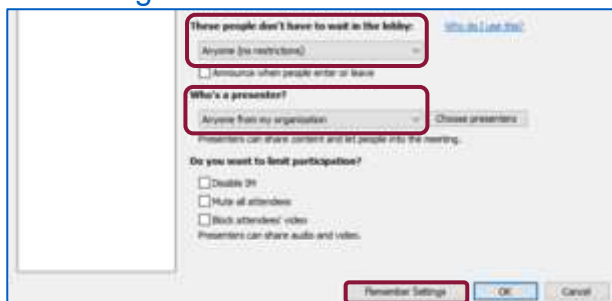
- Click the [Meeting Options](#) button on the top ribbon.



- Click [Permissions](#) → select [A new meeting space](#).



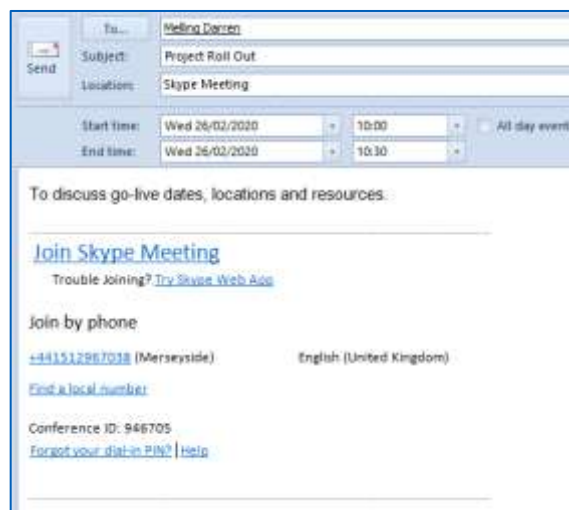
- Change the [Lobby](#) and [Presenter](#) restrictions if required → click [Remember Settings](#).



- Type the details of the people being invited in the [To](#) field.
- Enter a [Subject](#).
- The [Location](#) prepopulates as a [Skype Meeting](#) but can be edited.



Further details can be added into the invite above or below the dotted lines.



- When everything is completed, click [Send](#).



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