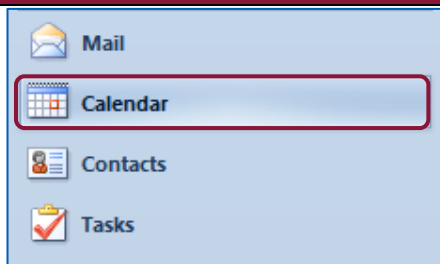


# Schedule a Skype meeting via Outlook

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.

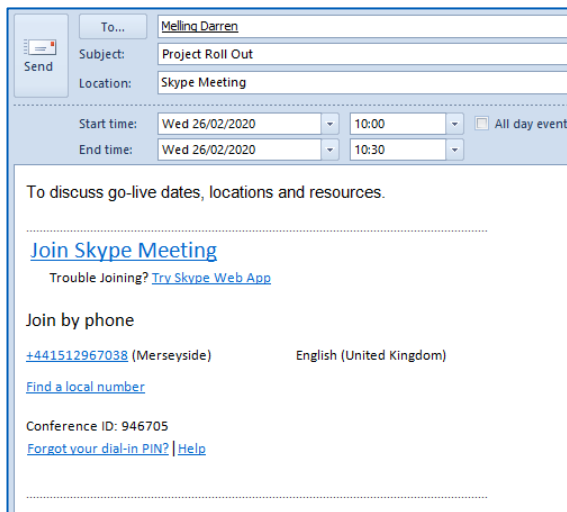


- Type the details of the people being invited in the **To:** field.

- 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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