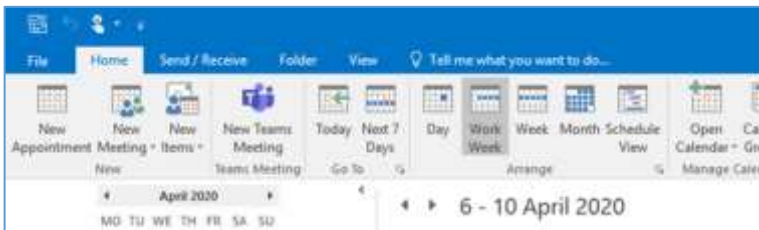


Skype for Business – Outlook Add-in

To schedule a Skype Meeting using Outlook, the New Skype Meeting icon must be available on the ribbon. Sometimes after other meeting software has been installed, the New Skype Meeting icon can disappear.

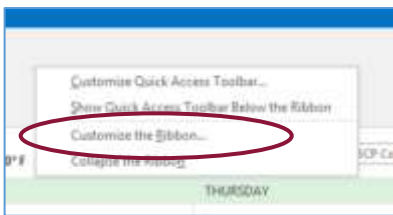
Quick Reference Guide

Skype add-in not visible within Outlook

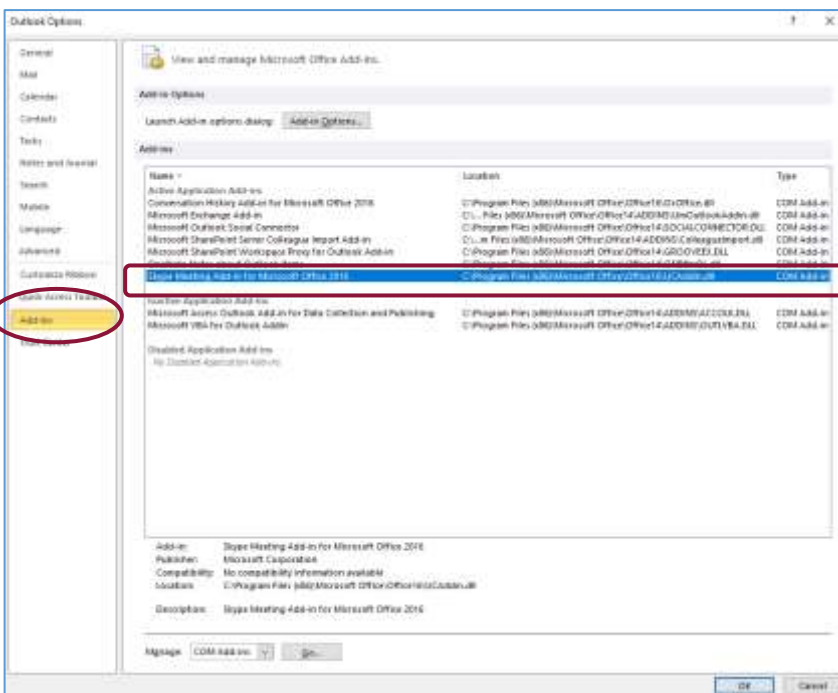


If the icon is not in the ribbon, it will need to be added.

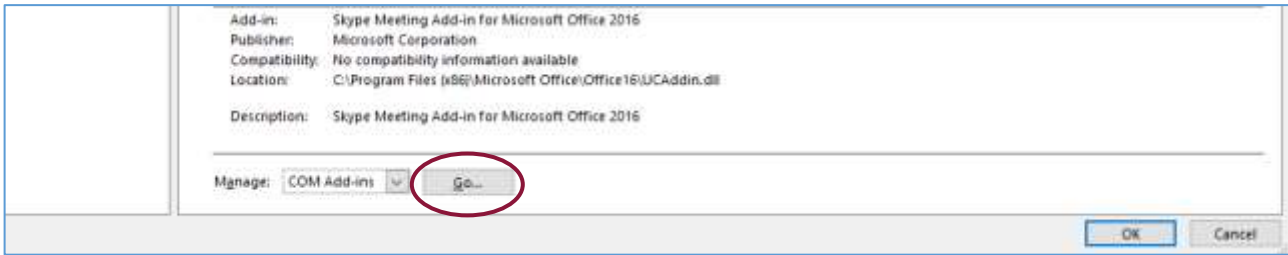
- Go to [Outlook Calendar](#) → right-click on [Ribbon](#) → select [Customise the Ribbon](#).



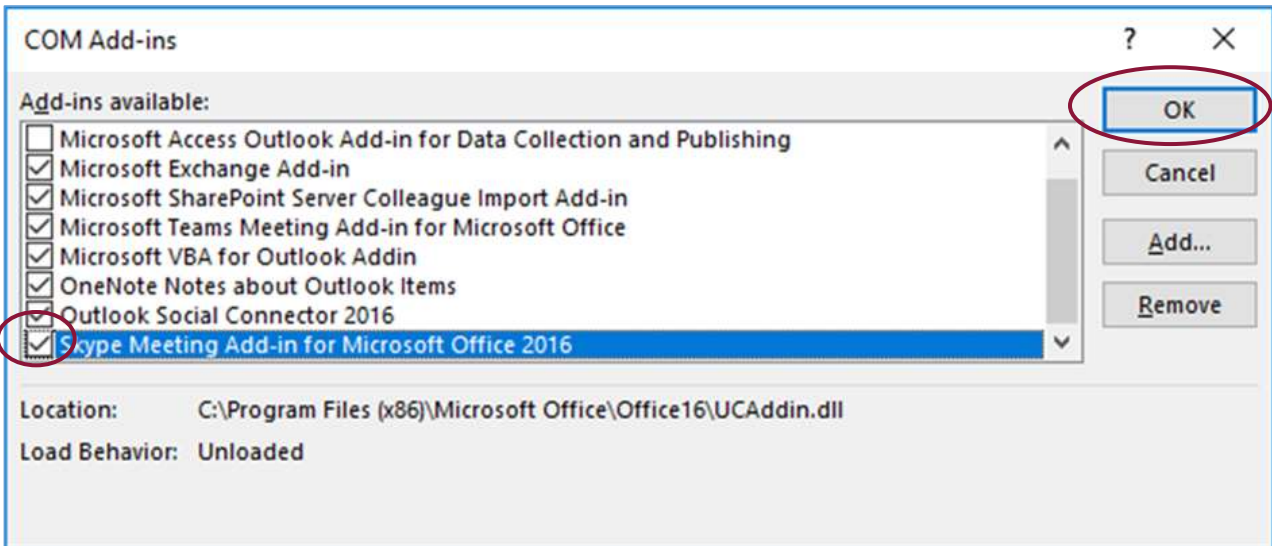
- Click [Add-ins](#) → [Skype Meeting Add-in for Microsoft Office 2016](#).



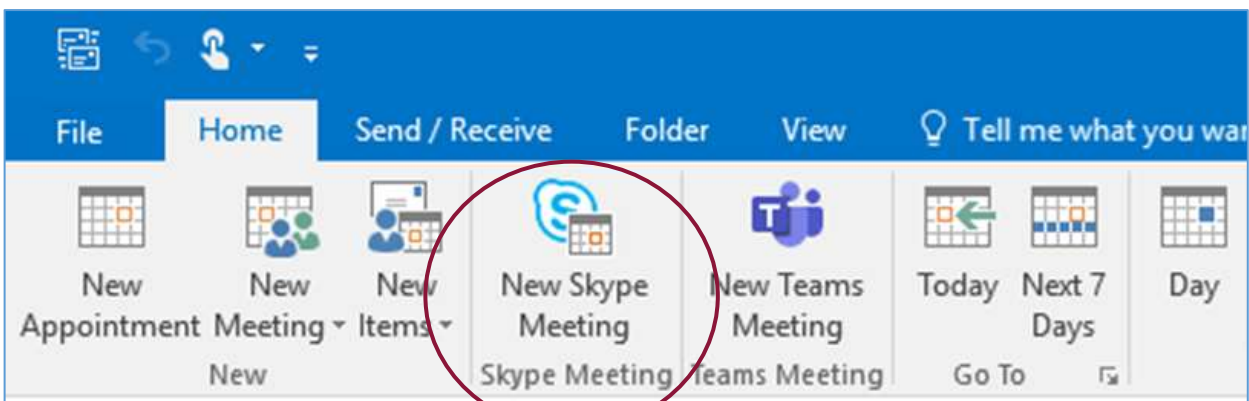
- At the bottom of the box, click [Go](#).



- Scroll through the options → select the checkbox [Skype Meeting Add-in for Microsoft Office 2016](#).
- Click [OK](#).



The [New Skype Meeting](#) icon should now be visible on the [Ribbon](#).



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

t 0151 317 8408 e