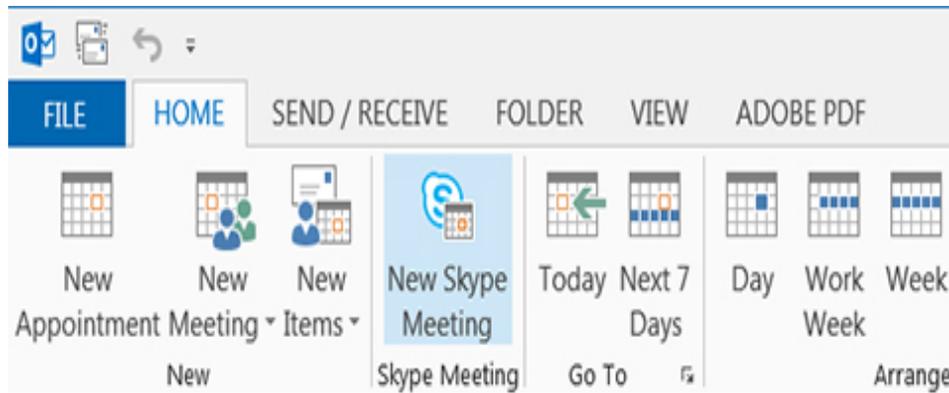


# How to Schedule Meetings with Skype for Business

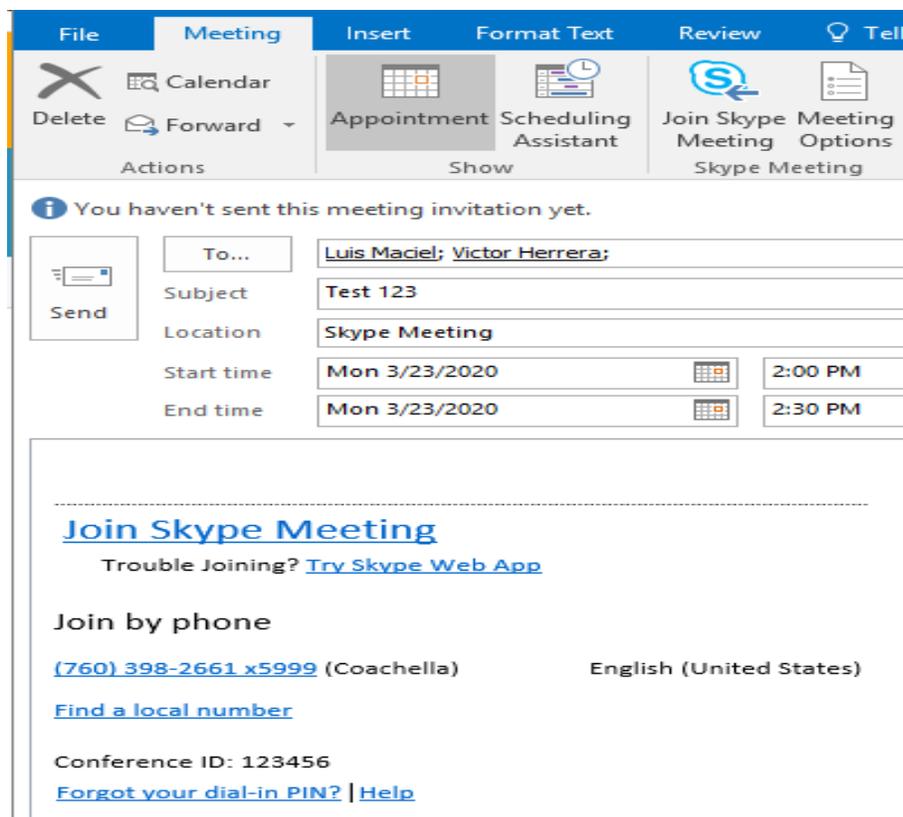
You can schedule a Skype for Business meeting with someone even if they don't have Skype for Business.

## Schedule Skype for Business meetings using Microsoft Outlook

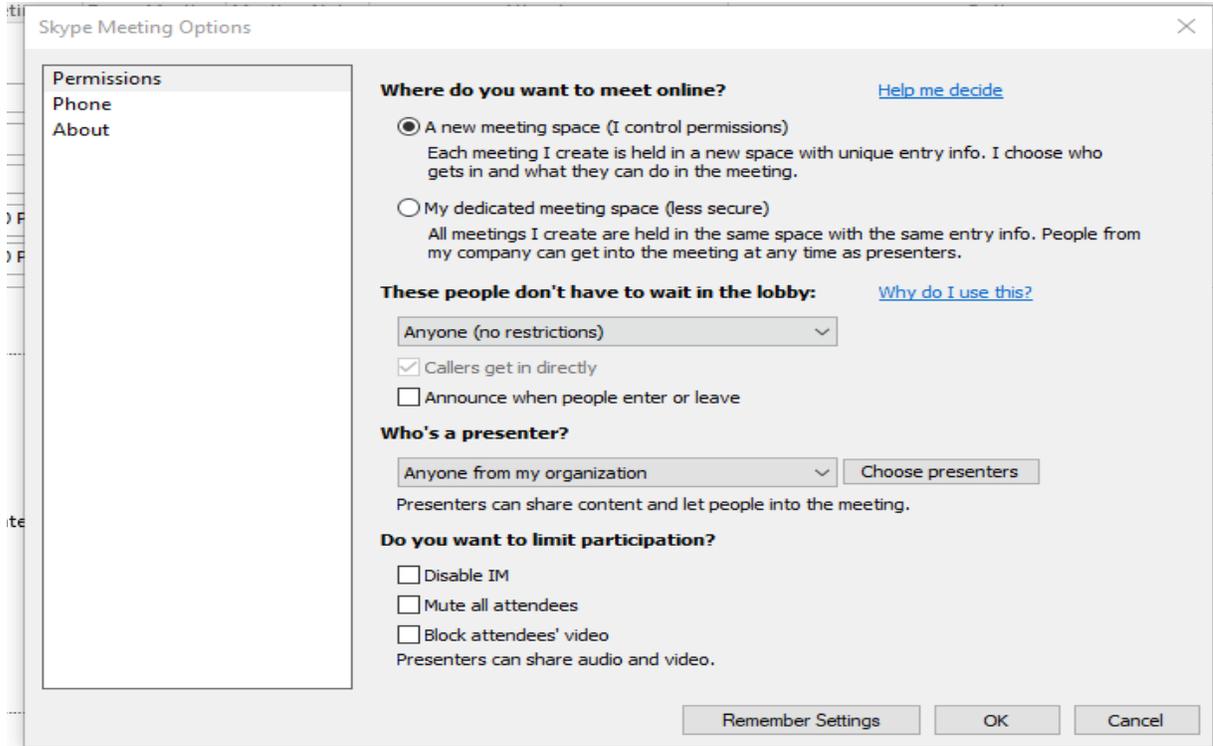
1. In your Outlook Calendar, click on New Skype Meeting



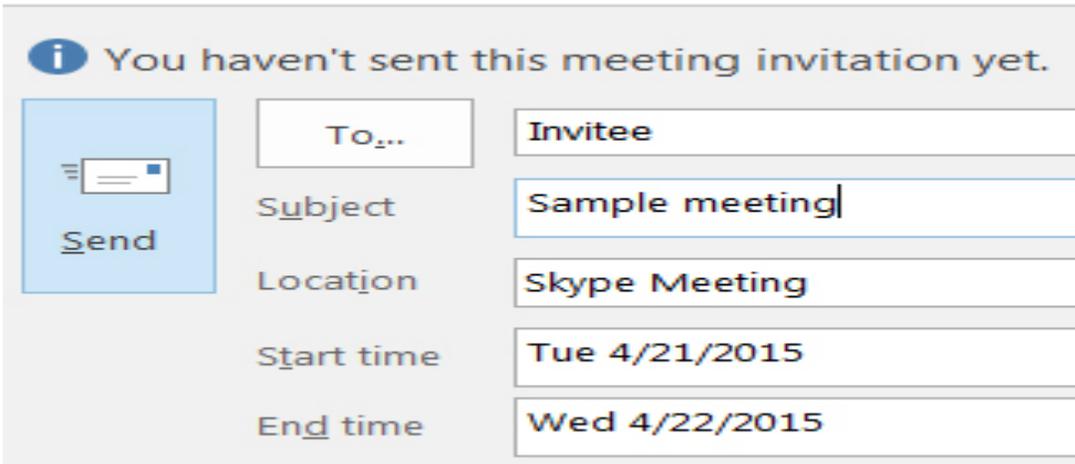
2. Fill out the fields as you would for a standard Outlook meeting (To, Subject, Time, etc.)



3. You can use the **Skype Meeting Options** to control who is a presenter and who has active IM (chat), audio, and video. Additionally, you can change the security permissions to ensure the "conference ID" is renewed every time a new meeting is created.



4. Once you finish selecting the desired options, close the window, and click **Send**.



5. To start the meeting, go back to the calendar, find your meeting, and click "**Join Skype Meeting.**" The skype application will open automatically. If prompted, click "**Admit Guests from Lobby.**"