Creating a Skype meeting

Setting up the Meeting

1. Open the desktop version of Outlook (email)
2. Go to the Calendar icon in the bottom left hand corner
3. Click on New Skype Meeting (you may be prompted to log in with your Paulding county e-mail address)
4. Enter the Information for your meeting including who is invited
5. Click Send

Joining the Meeting

1. Make sure you have a webcam plugged in
2. Click the link in the calendar event you created above
3. This should open skype for business on your desktop
4. Choose “Use Skype for Business (full audio and video experience)” and press ok

More info with video here

<https://support.office.com/en-us/article/Set-up-a-Skype-for-Business-meeting-in-Outlook-b8305620-d16e-4667-989d-4a977aad6556>

<https://www.youtube.com/watch?v=lg7CxnB9YUU>