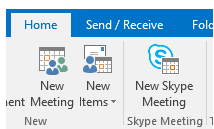
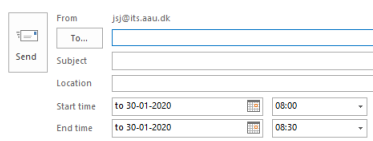
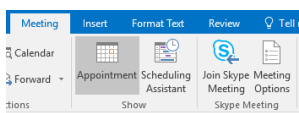
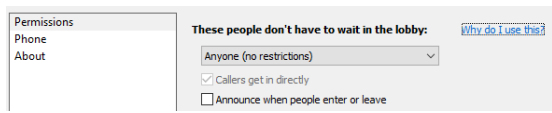
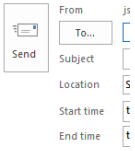




Request a Skype for Business meeting in Outlook for Windows

Steps	Description	Handling
Students CANNOT create and request a Skype for Business meeting.		
Create a 'New Skype meeting'	In Outlook, under the 'Home' tab of the Calendar, select 'New Skype Meeting' Only employees can request a Skype for Business meeting	
Schedule the meeting	Invite attendees. If you need to use a meeting room, be sure to book a meeting room with a videoconferencing facility. Correct the date, location and time.	
Meeting settings	Press 'Meeting Options' , to edit the permissions of the attendees during the meeting.	
Edit meeting settings	Decide whether people can go directly to the meeting or whether they have to get permission from the host. Mark the box if you want it to be announced with a sound when attendees join or leave the meeting. We do not recommend this feature to be used, as it can be interrupting during the meeting.	



	<p>Choose people who are allowed to share content. These people are also allowed to deny or accept access of attendees to the meeting.</p>	<p>Who's a presenter?</p> <p>Anyone from my organization <input type="button" value="Choose presenters"/></p> <p>Presenters can share content and let people into the meeting.</p>
	<p>Enable or disable the chat function.</p>	<p>Do you want to limit participation?</p> <p><input type="checkbox"/> Disable IM</p> <p><input type="checkbox"/> Mute all attendees</p> <p><input type="checkbox"/> Block attendees' video</p> <p>Presenters can share audio and video.</p>
	<p>Turn the attendees' microphones on or off.</p>	
	<p>Prevent or allow participants to activate their cameras.</p>	
<p>Send meeting request</p>	<p>Press the 'Send' button.</p>	

Tips and Tricks to get the best meeting-experience

- Be at the location in advance, so you have enough time to make the call before any meeting attendees arrive in the room. By doing this, you will have time to welcome the attendees.
- The meeting settings that you choose in Outlook will be remembered for the next meeting request, therefore, if you need other settings for your next meeting, remember to change these settings. We advise you to always check the meeting settings before sending your meeting request



- A meeting-ID is active from the moment the meeting request is sent and 14 days after the meeting has taken place. The date in the meeting request only determines the placement of the appointment in Outlook.