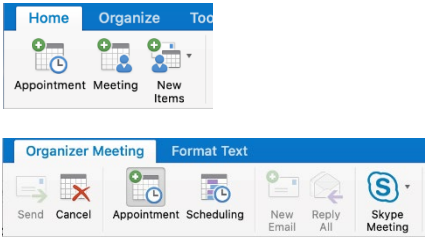
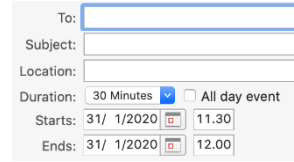
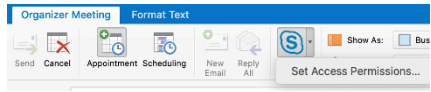
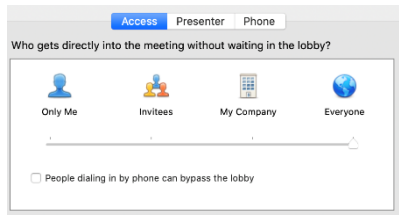



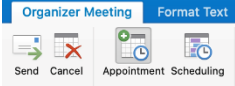




# Request a Skype for Business-meeting in Outlook for macOS

Steps	Description	Activity
<p><b>Students CANNOT create and request a Skype for Business meeting.</b></p>		
<p><b>Create a 'New Skype meeting'</b></p>	<p>In Outlook, under the <b>'Home'</b> tab of the Calendar, select <b>'Meeting'</b>.</p> <p>Under the <b>'Organizer meeting'</b> tab, click <b>'Skype meeting'</b>.</p> <p>Only employees can request a Skype for Business meeting</p>	
<p><b>Schedule the meeting</b></p>	<p>Invite the attendees who will join the meeting.</p> <p>If you need a meeting room, be sure to book a meeting room with a videoconferencing facility.</p> <p>Select the date, location and time.</p>	
<p><b>Set access permissions</b></p>	<p>By clicking on the down-facing arrow next to <b>'Skype meeting'</b>, you can edit the permissions of the attendees during the meeting.</p>	
<p><b>Edit meeting options</b></p>	<p>Under <b>'Access'</b> you can decide whether attendees can go directly to the meeting or whether they have to be accepted access by the host..</p> <p>If you mark the <b>'People calling by phone skip the lobby'</b>, phone calls will go directly into the meeting.</p>	



	<p>Under <b>'Presenter'</b>, you can choose persons who are allowed to share content. These persons are also allowed to deny or accept access of attendees to the meeting.</p>	
	<p>Under <b>'Phone'</b> you can mark <b>'Play entry and exit announcements'</b> if you want it to be announced by a sound when an attendant join or leaves the meeting. We recommend that you do not use this feature, as it can be interrupting during the meeting. <b>'Get pin'</b> cannot be used</p>	
	<p>To save your settings for future meetings, select <b>'Remember settings'</b>.</p> <p>Note: The choices concerning <b>'People dialing in by phone can bypass the lobby'</b>, and <b>'Play entry and exit announcements'</b> will not be remembered for future meetings. These features have to be remarked when creating new meetings if you wish to use them.</p>	
<p><b>Send the meeting request</b></p>	<p>Press the <b>'Send'</b> 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.
- 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 after the meeting has taken place. The date in the meeting request only determines the placement of the appointment in Outlook