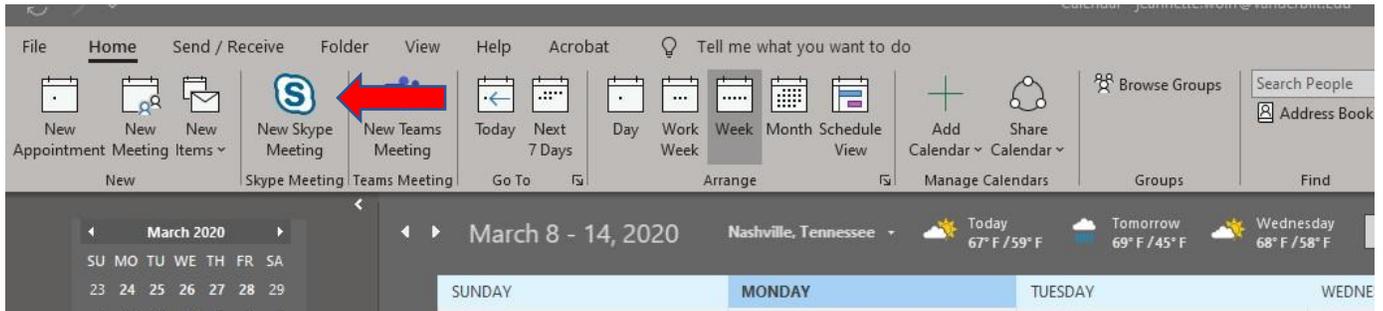


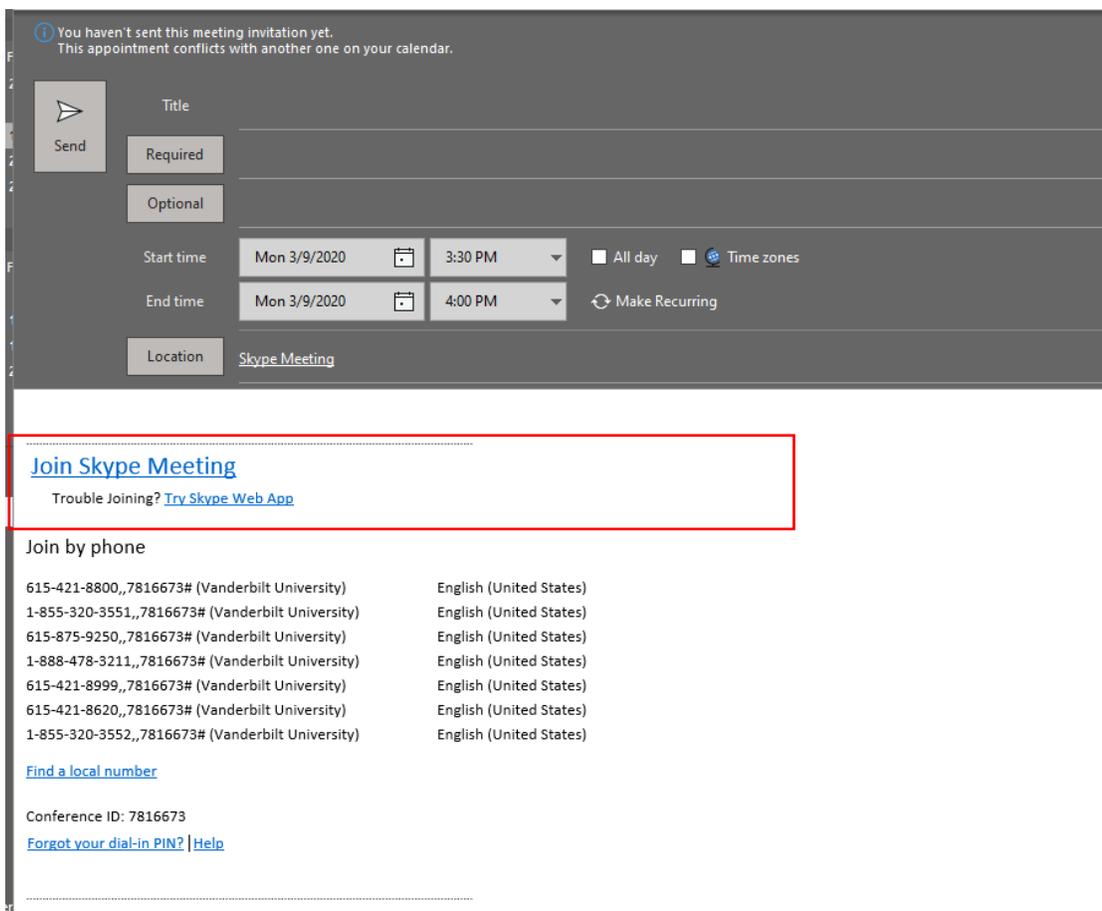
Skype Meetings through Outlook Calendar

To Create a Skype Meeting:

1. **Open** Outlook Calendar to the Home in the Ribbon Menu and **Click** on [New Skype Meeting](#)

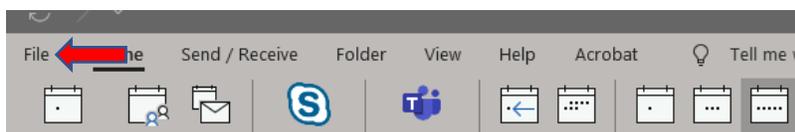


2. The meeting invite will include the link to join the Skype meeting.

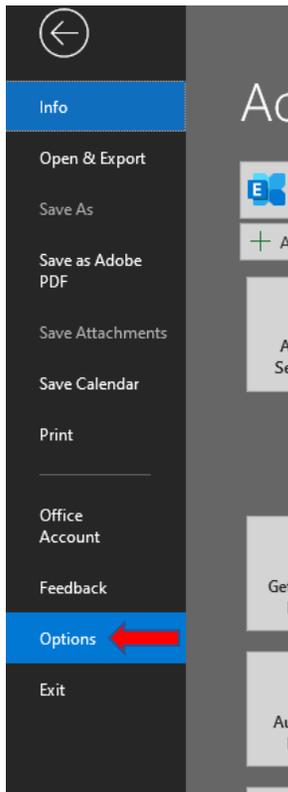


If you do not see the [New Skype Meeting](#) icon in your Ribbon Menu you may need to enable the Add-in.

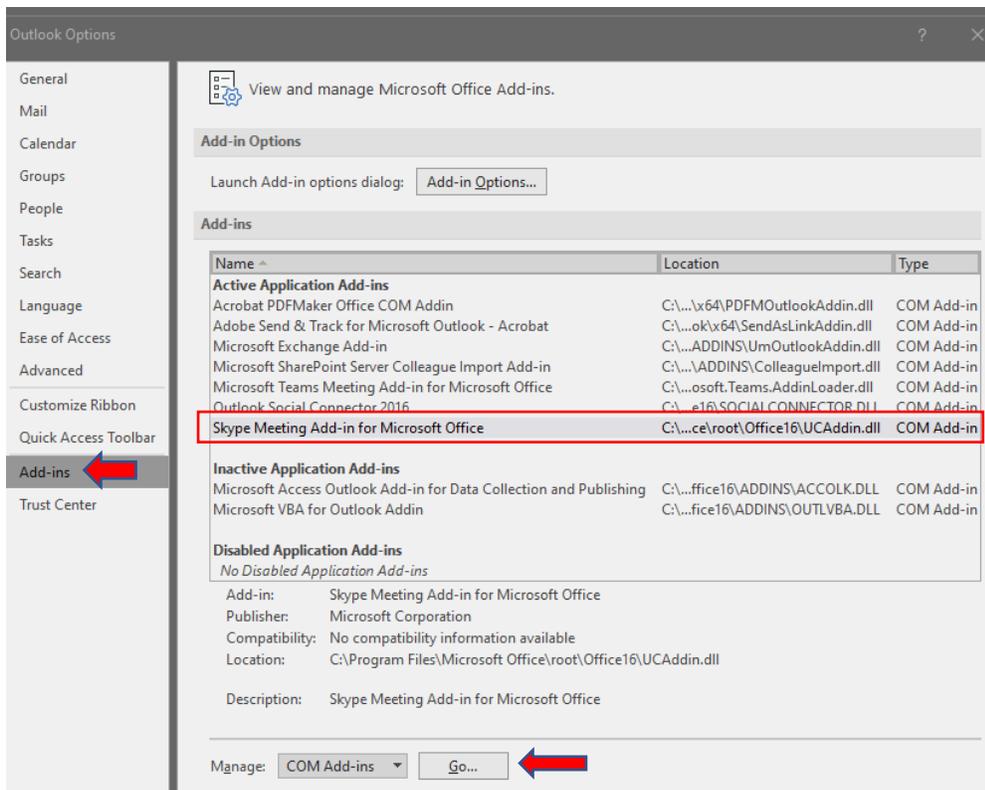
- **Click** on File in the Ribbon Menu



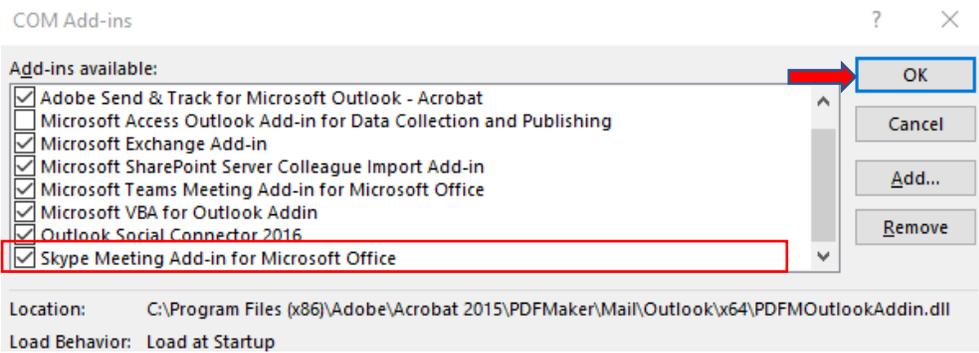
- **Click** Options from the Navigation List



- **Click Add-ins** from the Options menu; **Look** for Skype Meeting Add-ins for Microsoft Office under Active Application Add-ins.
- If it is not in the list **Click Go** next to the Manage COM Add-ins at the bottom of the page to activate.



- **Check Skype Meeting Add-in for Microsoft Office** and **Click OK**.



If you do not see the [New Skype Meeting](#) icon in your Ribbon Menu after enabling the Add-in you may need to add it to your Ribbon Menu

- **Navigate** back to the [Options](#) menu as above then **Click** [Customize Ribbon](#).

