How to set up the Skype for Business Online Meeting with a Non-Office 365 Member using Outlook Calendar?

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Setting Up the Online Meeting

1. Login your Office 365 Account.
2. Click the Office 365 Option tab.
3. Click the Calendar button.
4. Click on New Event
5. Then fill out the new meeting details like meeting name, location and then you participants with their non RIC email address like aol or yahoo or gmail.

6. Next click on **Online Meeting Setting** link. This setting will automatic put in a hyperlink for you and your colleagues to join in the meeting.

7. Then press **send**

Participants Joining the Online Skype for Business Meeting

8. The participants of the **Skype for Business** online meeting will receive an email to join the online meeting.

9. Click the **Join Online Meeting** hyperlink.
10. The online meeting will open up in your Skype for Business software.  
    **(NOTE:** If you don’t have the Skype for Business software or app installed on your device, the Lync online web browser will pop up. If so do step 13.)
11. Click **Allow**.
12. Now you are all set. You should be able to see your friends, coworkers and colleagues.