How to set up a Skype for Business Online Meeting with Multiple Participants 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**.

5. Click **Skype Meeting** and then select **Add Skype meeting**.

6. Then fill out the new meeting details like meeting name and location.
7. Add you participants in the Attendees section by entering in their last name and then clicking on their name when it shows up in the bottom window. (Note: Repeat this step to add in additional participants.)

8. When you are done adding in the participants, click **Add an email reminder**.

9. Setup your email reminder details and then click **Save**.

10. Then press **send**.
Participants Joining the Online Skype for Business Meeting

11. The participants of the Skype for Business online meeting will receive an email to join the online meeting.
12. Click the **Join Online Meeting** hyperlink.
13. 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.)

14. Click **Allow**.
15. Now you are all set. You should be able to see your friends, coworkers and colleagues. **(Note:** You can still use the Lync Application if you have a Office 365 Account.)