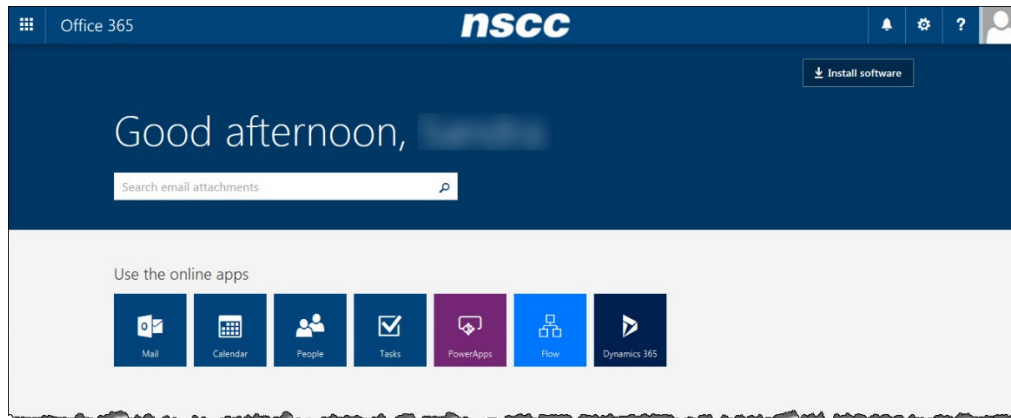
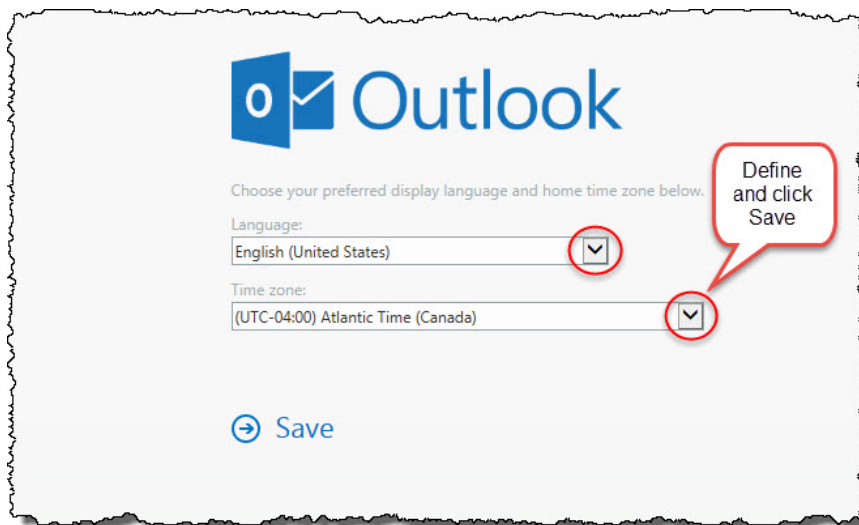


Creating a Skype for Business meeting:

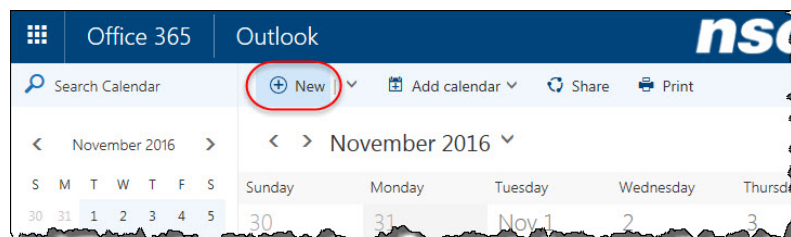
From the main page of Office 365 (O365), click on Calendar. The first time launching the calendar, you'll be prompted to save a language and a local time zone.



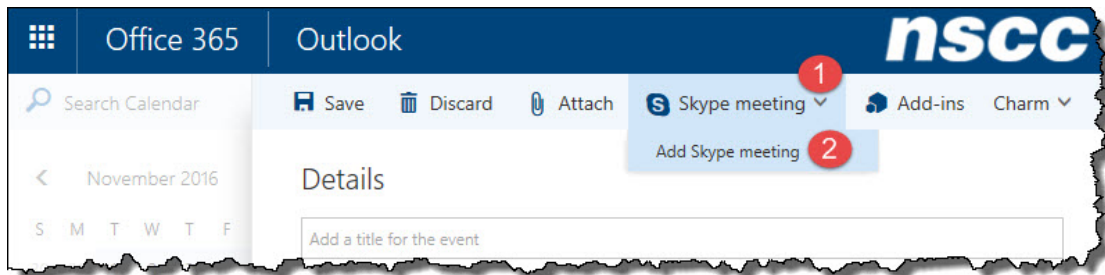
Define using the dropdowns and click Save.



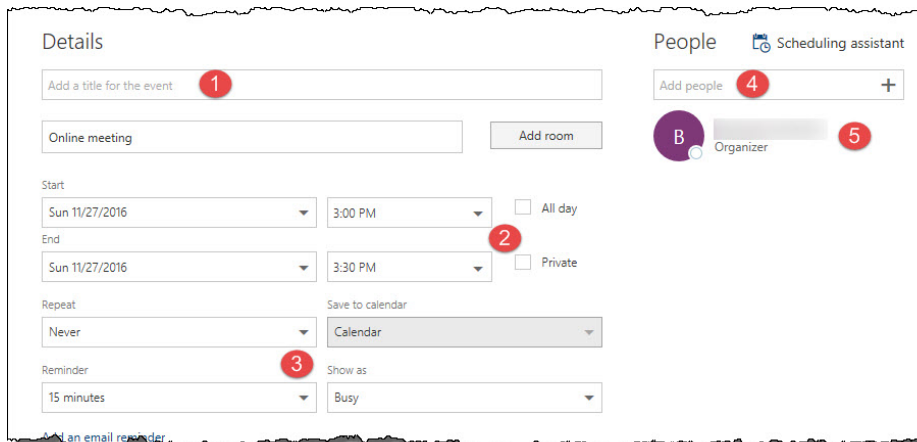
Once the Calendar page opens, you will be able to start to create a meeting. To start, click New.



A new meeting page will appear. To create a Skype meeting, click 1 and then click 2.

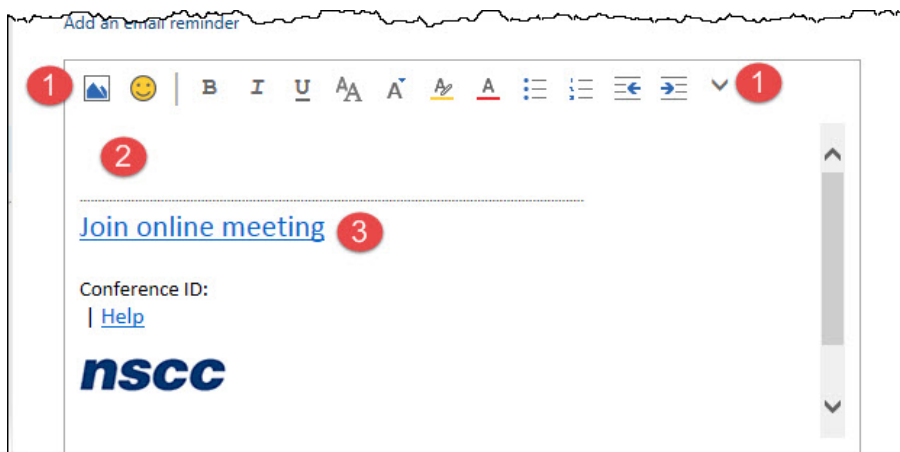


You can define meeting parameters from this page.



1. Meeting title.
2. Start / End Time / Date.
3. Additional meeting information.
4. Add participants field (must be a complete email address).
5. List of current meeting invitees (including Organizers).

Additional page information:



1. Tool Bar
2. Email body.
3. Link to the newly created session.

Once you have defined the meeting, click **Send** to complete the process.