

Setting Up a Meeting

- 1 Open Microsoft Outlook and go to the Calendar view.
- 2 Click on New Skype Meeting.

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- 3 Enter the participants' names or email addresses in the "T..." field. You can also search for contact information by double clicking on the "To..." button.
- 4 Enter the meeting topic in the "Subject..." field.
- 5 Set the date and time for the meeting.

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- 6 Click on the Meeting Options button.
- 7 Select "A new meeting space".
- 8 Click on OK.
- 9 Type a message to the participants in the message field if you want to.
- 10 Click on the Send button. The message is now sent as an invitation to all participants. They can join the meeting by clicking on the "Join Skype Meeting" link in the message.

Video instructions on Microsoft's support site

<https://support.office.com/fi-fi/article/Skype-for-Business-kokouksen-ohje-e0bc00a0-b01f-4f51-88fa-6f74abefa203?ui=fi-FI&rs=fi-FI&ad=FI>

[Kokouksen luominen](#)