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Office 365 is a cloud-based service that has been adopted by Coastal Carolina University. One of the features within the Office 365 suite that is recommended by the campus is Skype for Business. Skype is a communication platform that enables messaging, web conferencing, and online meetings. Below you will find step-by-step instructions on how to use Skype for Business (S4B).

Adding Skype for Business to Outlook

1. Select File

2. Select Options

3. Select Add-Ins
4. Select Skype Meeting Add-in For Microsoft Office

5. Select Go
6. Select OK

Creating a Meeting Using S4B (2 Options)

Option 1: Using Outlook
1. Log into S4B
2. Go to your Outlook calendar
3. Select New Skype Meeting
4. Add attendees, date and time
5. Select Send

Option 2: Skype for Business **Web Scheduler**

1. When you sign in to S4B Web Scheduler, you will go straight to the New Meeting Page

   ![Web Scheduler Interface](image)

2. Enter an **Event** title for your meeting.
3. You can leave the meeting location as **Skype Call**, or add a location, such as a conference room, if you have in-person attendees as well.
4. Enter meeting details in the **Message** box, and set the start and end date and time.
5. Under **Attendees and Audio**, add the attendees’ names or email addresses, separated by semicolons (;).
6. (Optional) Select **Check Names** to verify the addresses of the participants who are in your organization.

7. Under **Who will bypass the lobby?** and **Who is a presenter?**, do one of the following:
   a. Accept the standard settings, which are best for small working meetings with people inside your organization.
   b. Choose other lobby or presenter options depending on the type of meeting you want to schedule.

8. Send the meeting link to those who you would like to attend the meeting:

   Hi

   Thursday, August 23, 2018

   14:00 - 15:00 (UTC-05:00) Eastern Time (US & Canada)

   Copy the meeting details to the invitation you send to participants.

   ![Join Skype Meeting](https://meet.lync.com/coastal54/jahall1/00TX0WX1)

   First Skype Meeting?

**Using Multiple Presenters**

**Using Outlook:**

1. Open your Outlook calendar and create a S4B meeting by selecting Join Skype Meeting
2. Add your attendees
3. Select Meeting Options

4. Select the drop down under Who's a presenter?

5. Choose who you would like to have presenter role

6. Select OK

Using S4B Web Scheduler:

1. Login to S4B Web Scheduler
2. Add attendees
3. Select Who is a Presenter?
4. Choose who you would like to have presenter roles from the drop down shown above.
5. Select OK

**How to join a Skype Meeting**

**Using Outlook:**

1. Go to your Outlook calendar or other location that has the meeting invite
2. Select the meeting event
3. Select the Join Skype Meeting link provided in the event

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

4. Login to S4B if not already
5. Select how you would like to join the meeting

**Join Meeting Audio**

- Use Skype for Business (full audio and video experience)
- Call me at:
  ![Call me at:](#)
- Don’t join audio

Don’t show this again
FYI: Find these settings in Options under Skype Meetings.

[OK] [Cancel]

6. Select OK
7. Window will open once you have joined the meeting
Looks like you're the only one on the call.

Coastal Online

Turn on/off camera
Turn on/off audio
Presenter functions
End Call
Additional Resources

Get Started on Windows

Download and Install S4b on Windows
Set Up
Chat
Share and Schedule
Set Up Your Mobile Apps
Learn More

Get Started on MAC

Download and Install S4B on Windows
Set Up
Chat
Share and Schedule
Set Up Your Mobile Apps
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