Skype for Business Web Scheduler

Skype for Business Web Scheduler is a web-based program that you can use to create Skype Meetings if you don’t have Outlook, or don’t have a browser that supports Outlook Web App. With Skype for Business Web Scheduler, you can create new meetings, change your existing meetings, and send invitations with your favorite email program.

To create a public meeting link that you may use for others to join easily, follow these steps:

1. Go to the Office 365 Web Scheduler address at https://sched.lync.com and sign in with your work or school account.
2. All faculty and staff should have accounts on Skype for business at CCU.

Create a Skype Meeting

When you sign in to the Skype for Business Web Scheduler, you’ll go straight to the New Meeting page.

![Skype For Business Web Scheduler](image)

Modified from Microsoft Office 365
1. Enter an **Event** title for your meeting.
2. 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.
3. Enter meeting details in the **Message** box, and set the start and end date and time. If you want to create ONE SKYPE ROOM and reuse it over & over, you may create ONE SKYPE SESSION and select an extended date for the end time (such as March 10-March 30, 2020). The room will be open for you to re-use and re-share the same URL with attendees, simplifying the process for users.
4. Under **Attendees and Audio**, FOR A PUBLIC MEETING, LEAVE THIS AREA BLANK. Only add the attendees’ names or email addresses, separated by semicolons (;), if you want to verify who logs in when.
5. IMPORTANT: Under **Who will bypass the lobby?**
   - Select Everyone Including People Outside My Company. This allows everyone into the meeting without you having to grant access to each attendee.
6. Under **Who is a presenter?**, you may select options here to give others presentation rights that allow for screensharing and other administrative Skype functions.
7. Check the box next to **People dialing in by phone will bypass the lobby** if you want your dial-in callers to go straight to the meeting. This is an important option to allow individuals without devices that can web conference to listen in via telephone where needed.
8. Select **Save**.
9. Skype Web Scheduler will appear with a confirmation and instructions. You will copy/paste these instructions and share them however you choose with your participants. You may share these via email, post on a Moodle course or website, or in any other fashion where users need to access your Skype session.

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**Peer Review Reminder Call**

**Thursday, March 12, 2020**

19:00-20:00 (UTC-05:00) Indiana (East)

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

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**Join Skype Meeting**

https://meet.lync.com/coastal54/srestauri/QPDGLNDB

First Skype Meeting?