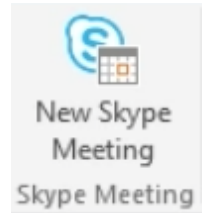
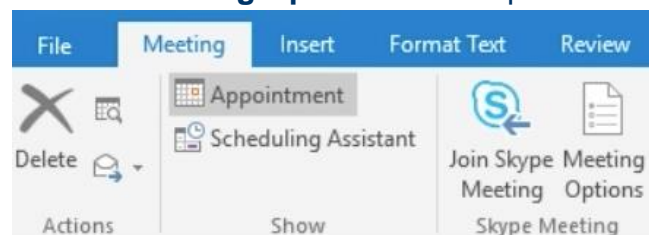


Create a Skype Meeting

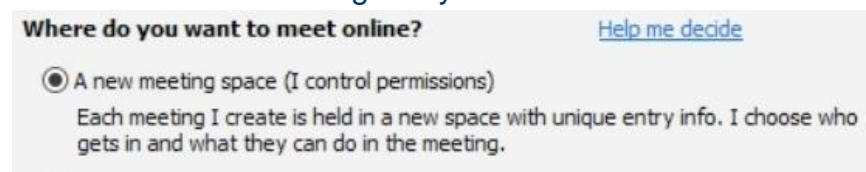
1. First, open Outlook.
2. Click on the **calendar icon** in the lower left hand corner.
3. Select the day you want to create the Skype meeting and click **New Skype Meeting** in the top toolbar.
 - You must have Outlook 2016 or newer installed to see this option. If do not see this option, contact the Solution Center at 928-523-1511.
4. Once you click **New Skype Meeting**, you can add attendees of the meeting and subject.

A screenshot of the Outlook meeting creation form. The 'To...' field contains 'Ashlee Annabelle Binderim;'. The 'Subject' field contains 'Video Conference Training Videos'. The 'Location' dropdown is set to 'Skype Meeting'. The 'Start time' is 'Mon 3/23/2020' at '10:00 AM'. The 'End time' is 'Mon 3/23/2020' at '10:30 AM'. There is an 'All day event' checkbox and a 'Rooms...' button.

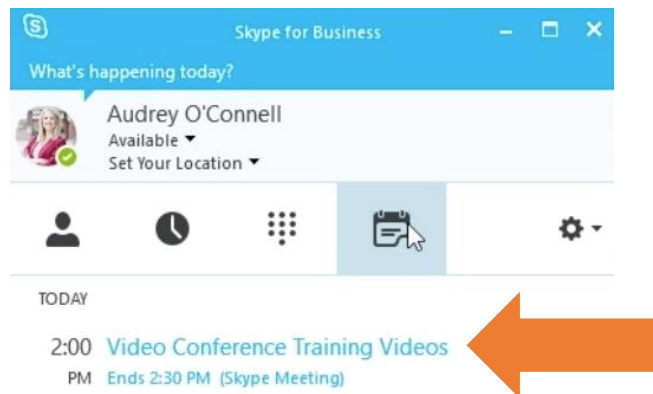
5. Double check the date and adjust the meeting start and end times as appropriate. You can add a message to your attendees in the body of the email if you want to provide them with any additional information.
 - It is important to note that your Skype Meeting link is always the same. This is your personal meeting room for all meetings. **Do not** use this link for any confidential meetings. Anyone you have ever scheduled a Skype Meeting with has this link and can click on it at any time.
 - **How to Create a Confidential Skype Meeting**
 1. Click on **Meeting Options** in the top toolbar.



2. In the permissions area select the option **a new meeting space**. This enables the meeting lobby.



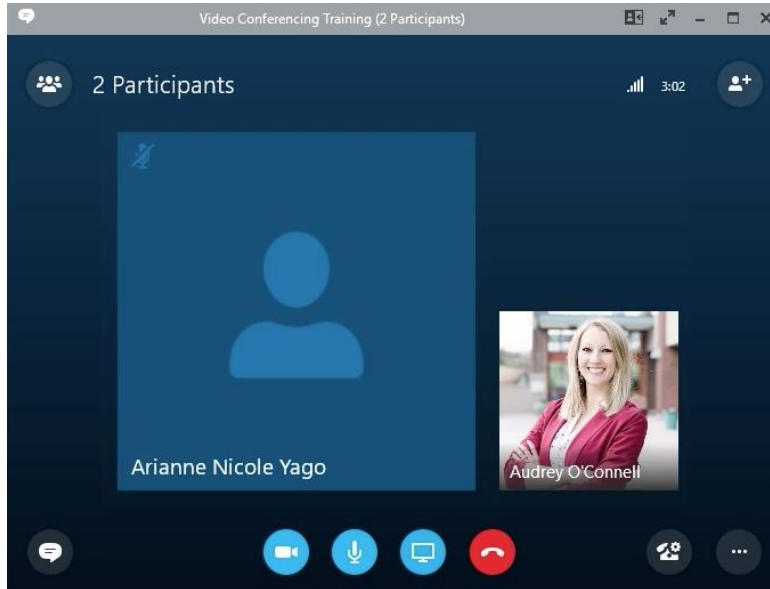
3. Using this dropdown you can select who must wait in the lobby and who can join the meeting instantly. You can change other options for this specific meeting such as who is presenting and if you want to limit participation in any way, for example, mute all attendees.
Please Note: This is not the default for future meetings, unless you select **Remember Settings**.
4. If you want these selected settings for this meeting only, click **OK** to return back to creating your skype meeting.
6. There are two phone numbers for users to join if they do not have a microphone or speakers on their computer. Users will need to enter the conference ID when using a phone option.
 - As a host, if you choose to dial into the meeting you will need your dial-in PIN. This is a specific Skype pin that you must get from the Solution Center prior to calling into your meeting.
7. Once it is time to join the Skype Meeting, you as the host and all attendees can open the meeting in Outlook and click **Join Skype Meeting** or in your Skype For Business app click on the calendar icon in the top toolbar. This will display all of your meetings for the day, if your meeting is a Skype Meeting it will appear in blue text.



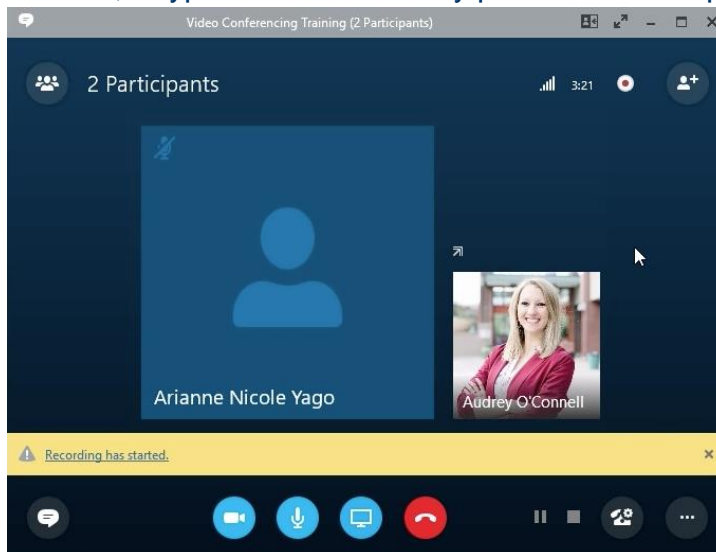
8. Double click the **meeting link** to join.

How to Record a Skype Meeting

1. Once in your Skype Meeting, click on the three dot contextual button in the lower right hand corner of your meeting.



2. Then click **Start Recording**. You will see a red dot in the upper right hand corner of your meeting appear. You can pause and resume your recording using the pause button in the lower right hand corner of the meeting. When you pause and resume, Skype will automatically put those two clips together without interruption.



How to Stop Recording a Skype Meeting

1. To stop the recording click the stop button in the lower right hand corner.



2. Click on the three dot contextual button again.
3. Click **Recording Manager**. You will see your recording, the status of your recording, date, size, length and location. By default, you can find your recordings in your videos folder once the recording is done processing. Processing time varies depending on the length of the recording.