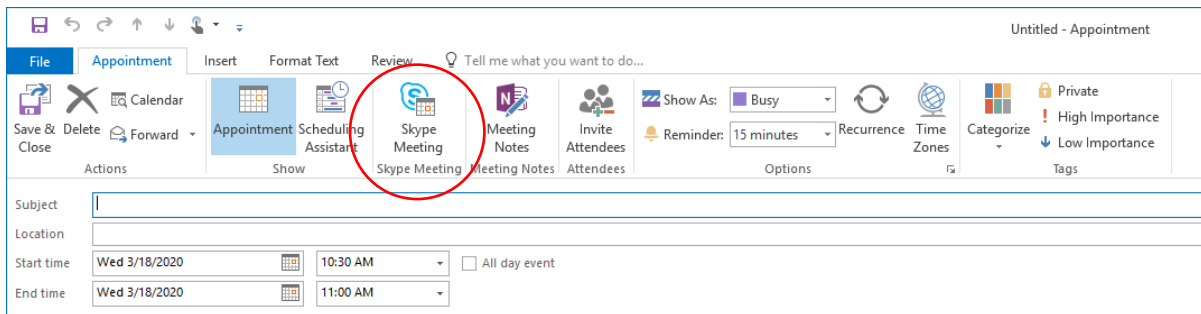
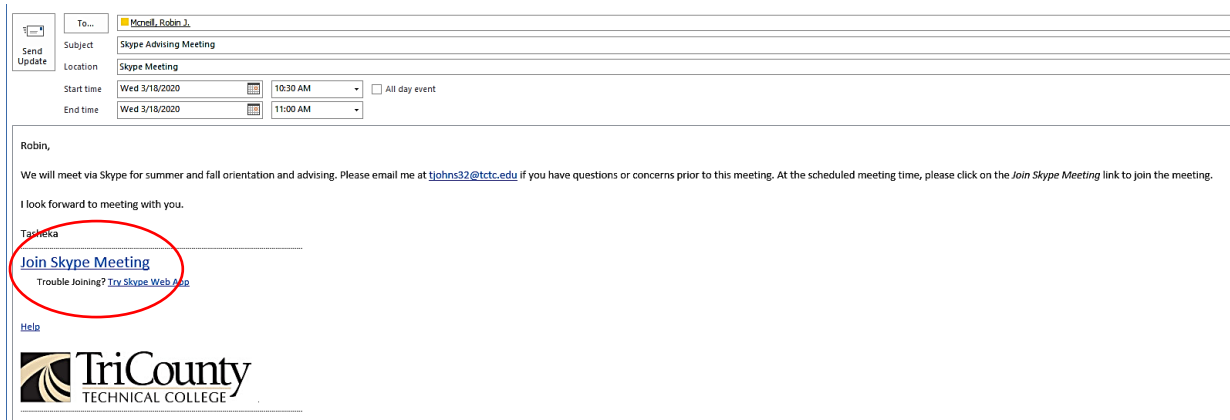


Creating Skype Meeting Appointments

Choose an appointment time on your Outlook calendar and choose *Skype Meeting*. Add *Skype Meeting* as your subject for the meeting.



The Skype meeting link should appear in the body of the email. Add a message with instructions to click on the Join Skype Meeting link at the scheduled appointment time. Also leave your email address for the student to contact you with questions/concerns.



Search by name and double click to add the student to the meeting invite and send the meeting invitation. The student will receive an email invitation and the Skype appointment will populate on your Outlook calendar. You can access the Skype meeting via your calendar appointment, but the student will need to join the meeting from the invitation email link.

