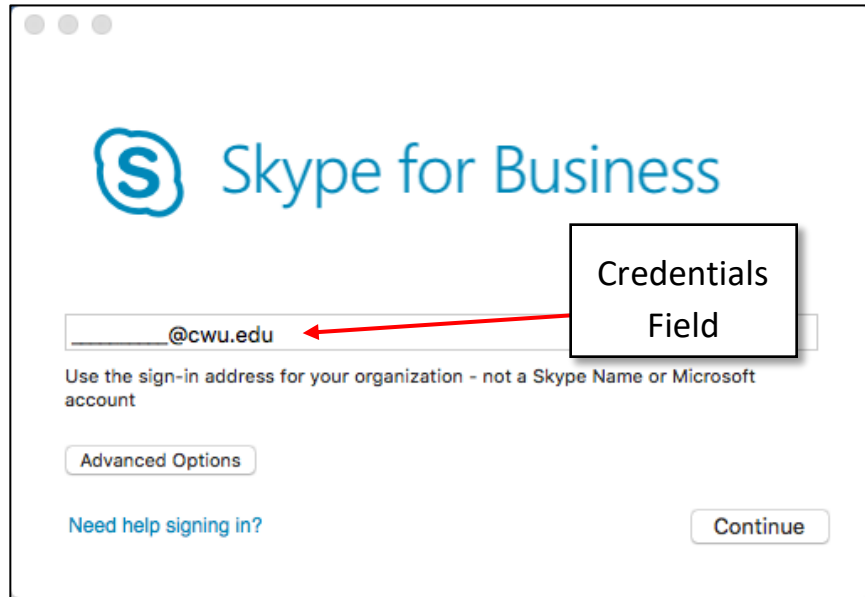
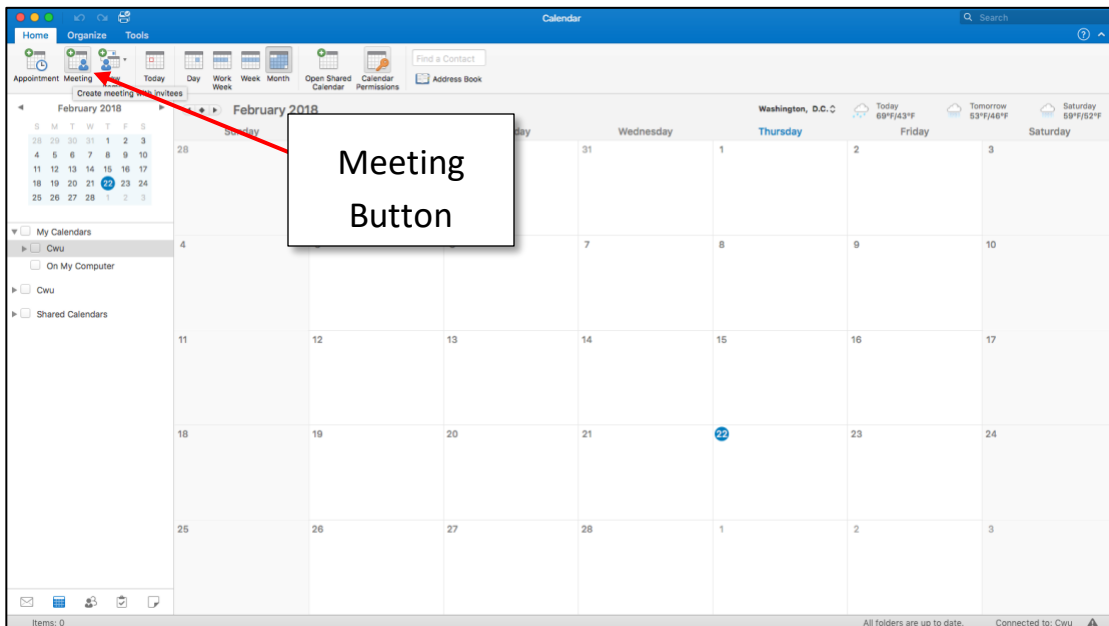


Creating a Skype for Business Meeting on Mac

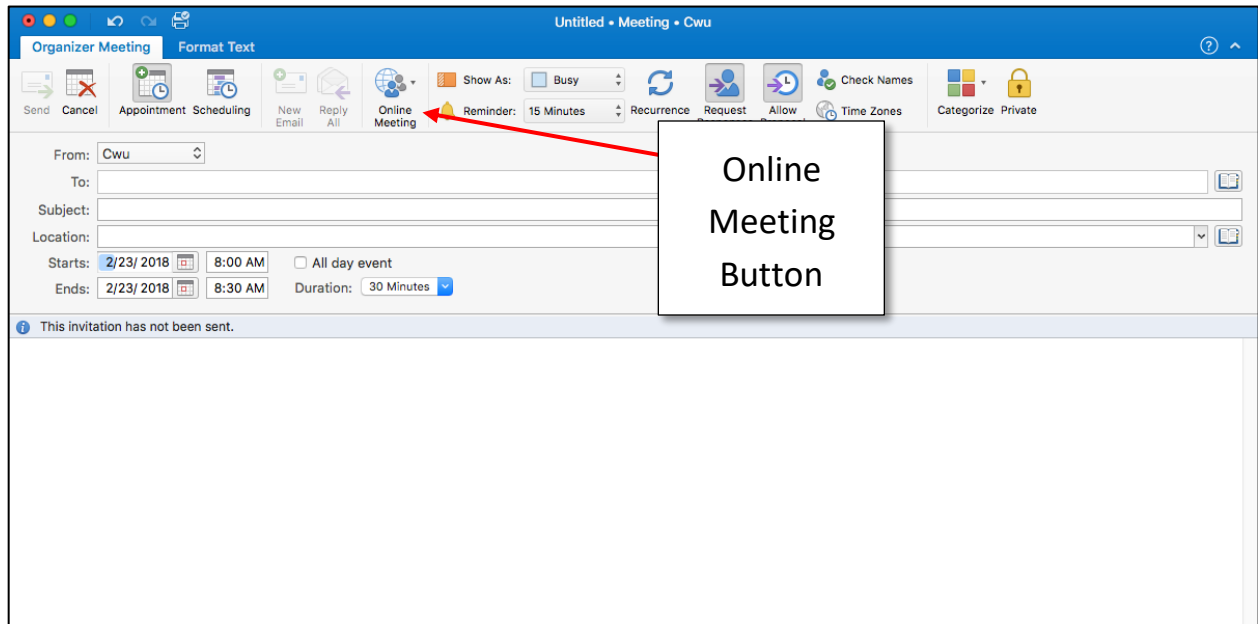
1. Sign into Skype for Business using your CWU credentials. (*Skype for Business should be located in your Applications and is part of the Microsoft Office Suite. If you do not have it on your computer, contact the CWU Service Desk x2001).*)



2. Open Microsoft Outlook, go to the Calendar and click on the “Meeting” button.



3. Click on the “Online Meeting” button. A link will be generated for a Skype for Business meeting that can be shared to participants both in and outside of CWU.



4. Add names and email addresses for participants. Select the date, time and length of the meeting. Send invitation.

