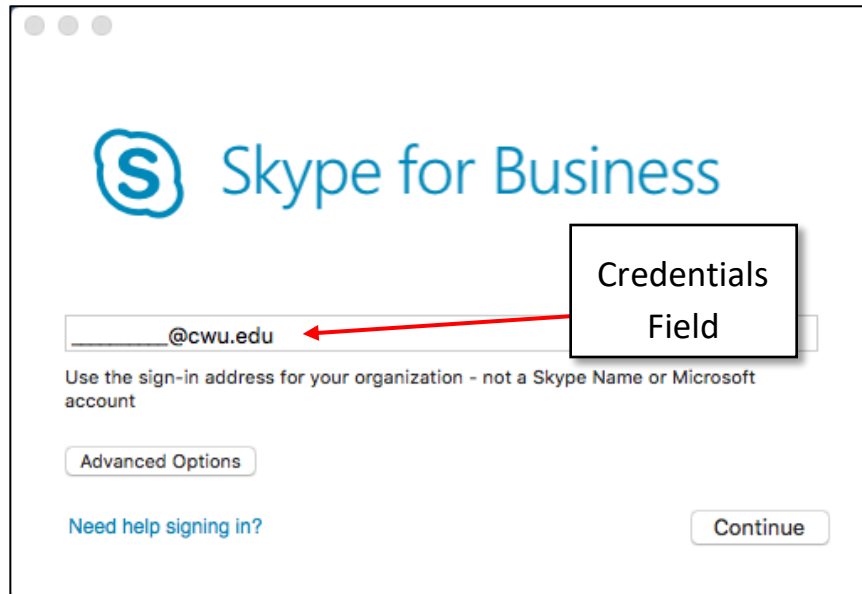
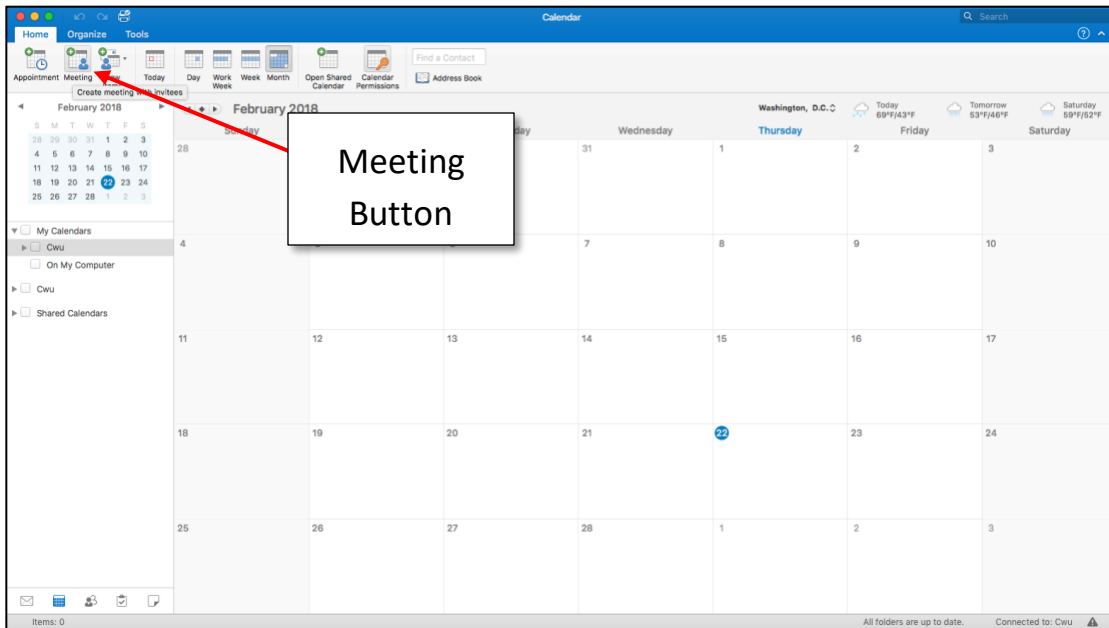


Creating a Skype for Business Meeting on Mac

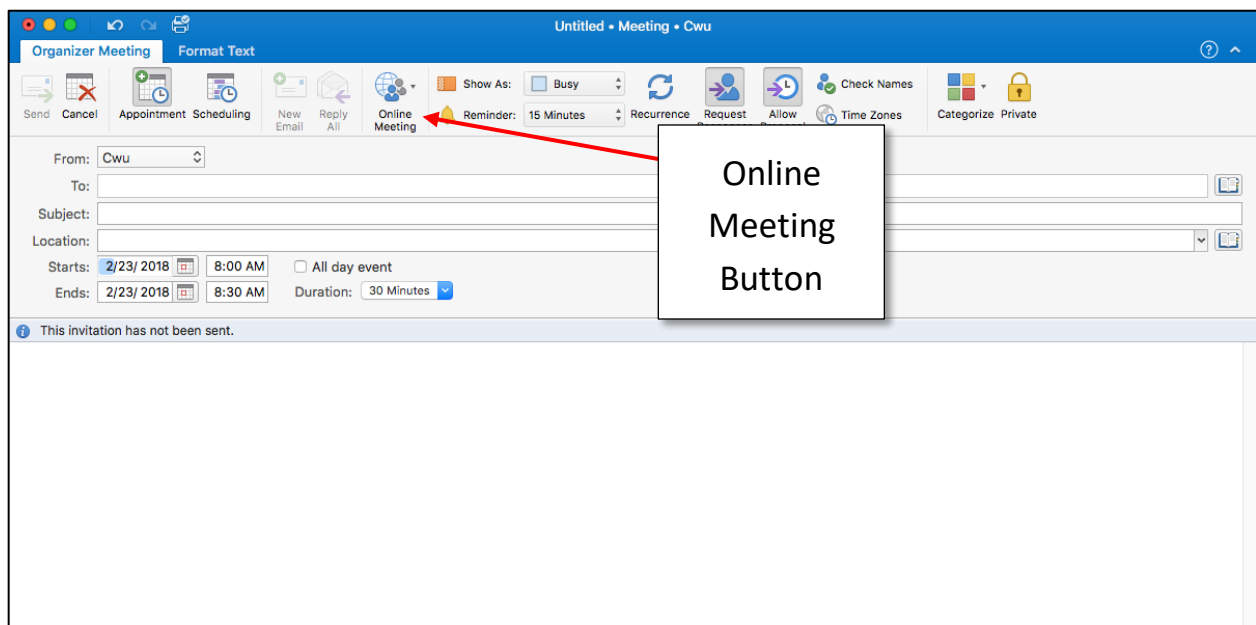
1. Sign into Skype for Business using your CWU credentials. (*Skype for Business should be located in your Applications and is part of the Microsoft Office Suite. If you do not have it on your computer, login to <https://www.office.com/> with your CWU Credentials and download the Skype for Business App OR 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.

The image shows a screenshot of a meeting organizer application window titled "Untitled • Meeting • Cwu". The interface includes a ribbon with tabs for "Organizer Meeting" and "Format Text". The ribbon contains various icons for actions like "Send", "Cancel", "Appointment", "Scheduling", "New Email", "Reply All", "Online Meeting", "Request Responses", "Allow Proposal", "Check Names", "Time Zones", "Categorize", and "Private".

Annotations with red arrows point to specific fields:

- Participant Field:** Points to the "To:" field in the header area.
- Set date/time:** Points to the "Starts:" and "Ends:" fields, which are set to 2/28/2018 from 8:00 AM to 8:30 AM. A "Duration" dropdown is also visible, set to "30 Minutes".
- Unique Skype for Business Link:** Points to the blue hyperlink "[Join online meeting](#)".

Below the header, there is a "Location:" dropdown set to "Online Meeting". A status bar indicates "This invitation has not been sent." The main content area contains the following text:

.....
[Join online meeting](#)
Trouble Joining? [Try Skype Web App](#)
[First online meeting?](#)
.....