How to Add a Contact List to a Calendar Skype Event

By Scott Badger

1. Go to the Calendar app.



2. Click the down arrow to the right of "New" and select "Calendar Event".

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	🖪 Save	前 Discard	🛛 Attach	S Skype meeting ∽	🎝 Add-ins	Cł
	Details					
F	Add a title	for the event				

3. Click "Skype Meeting".

Details			
Add a title for the event			
Online meeting			Ade
Start			
Thu 5/12/2016	▼ 3:00 PM ▼	All day	
End			
Thu 5/12/2016	▼ 3:30 PM ▼	Private	
Repeat	Save to calendar		
Never	▼ Calendar	~	
Reminder	Show as		
15 minutes	▼ Busy	•	
Add an email reminder			
	<u>∦</u> <u>A</u> ::: ::: :::	,	
Conference ID:			

4. Enter in your Skype meeting details.



5. When it's time to add your contact list, click the **plus sign**.



6. Type in your contact list name within the "Search People" field.



7. Click the search icon.



8. Click the **plus sign** to the right of the contact list.



9. Click "Save".



10. Turn off "Request response".



11. When you are done in setting up your Calendar Skype event, click "Send".