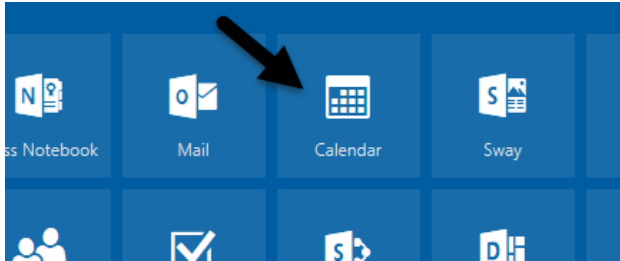


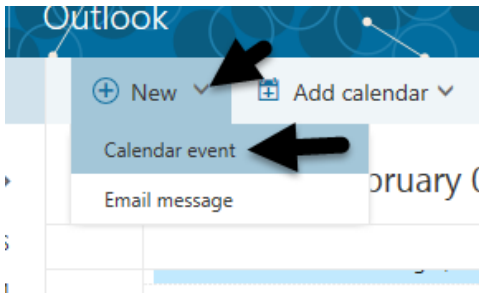
How to Use Skype for Business for Your Virtual Hours?

By Scott Badger

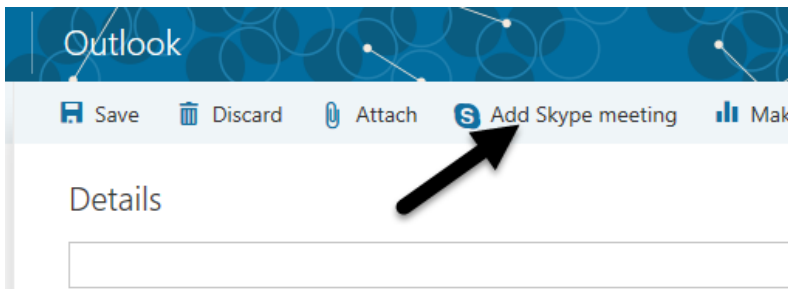
1. Make sure that Skype for Business has been installed on your machine.
2. Log into your Office 365 account.



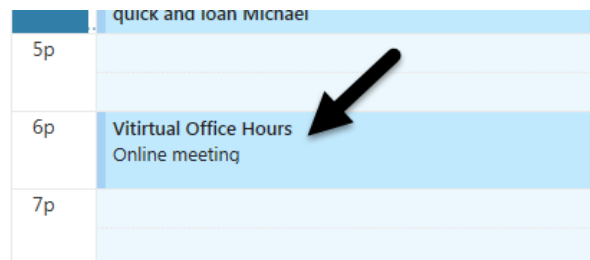
3. Click on the Calendar app.



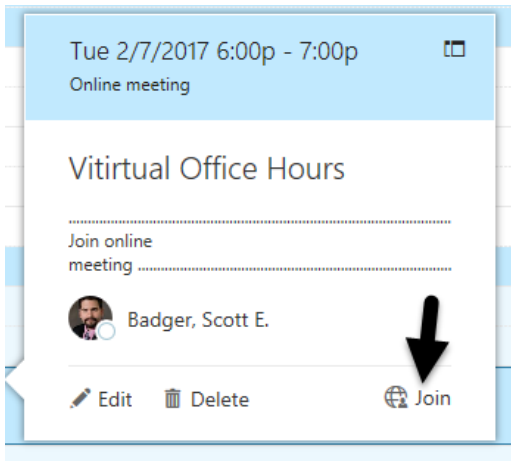
4. Click the down arrow to the left of "New" and then select "Calendar event".



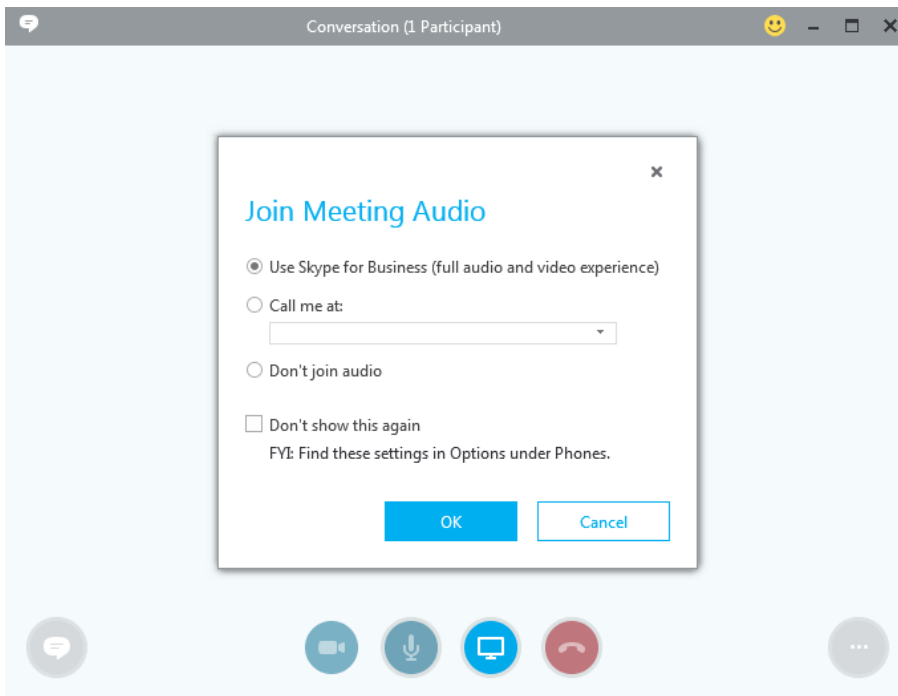
5. Select "Add Skype meeting".
6. Enter in the details fields for your virtual hours for the week.
7. Click "Save".



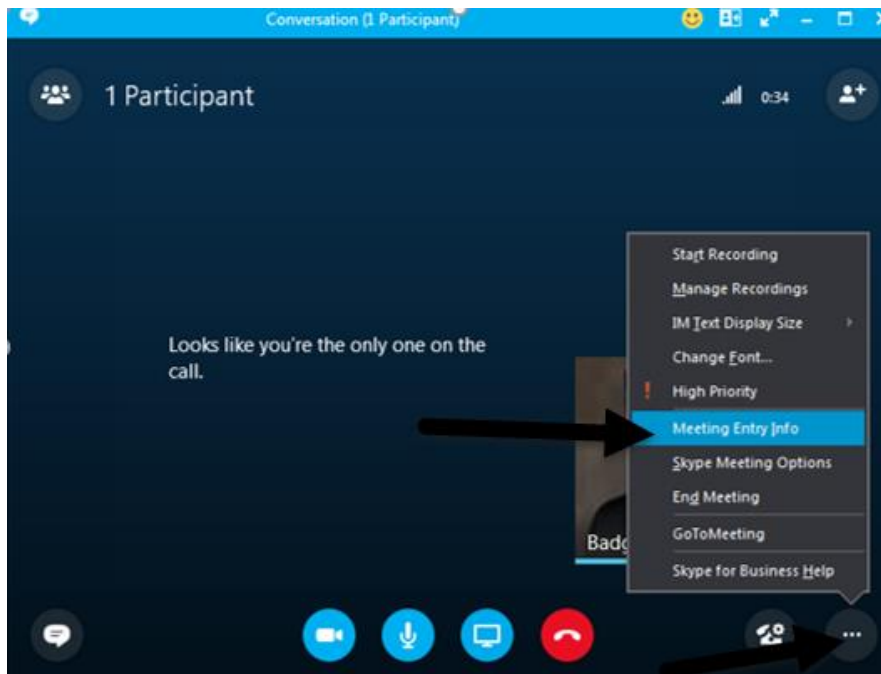
8. Click the newly added event on your calendar.



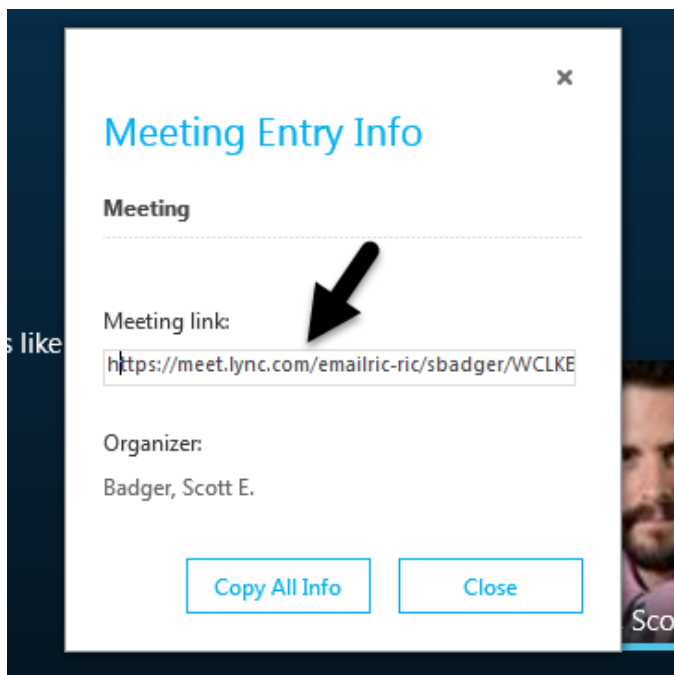
9. Click "Join".



10. Click "Ok".



11. Click the three dots in the lower right corner of the window and then select "Meeting Entry Info".



12. Select the meeting link and copy it by holding down the Ctrl + C.
13. You can now paste the link in an email and provide it to your student.