How Do You Join a Skype Meeting from a Calendar Event

By Scott Badger



When you receive a Skype meeting email invitation and you click on the Accept link, then you will need to follow the below steps to join the Skype meeting from the calendar event.



1. Click the Office 365 Grid button.

| Office 3 | 65 Outlo | ook |
|--------------|----------|--------|
| Calendar | Mail | People |
| VD | w | x∄ |

2. Click Calendar.

| | Septe | ember | · 2015 ~ | Day Work week Week N |
|----------|------------------------------|-----------|-------------------|-------------------------------------------------------------------------------|
| Caleliua | | экуре іме | eting rest | |
| unday | Monday | Tuesday | Wednesday Thur | sday Friday Saturday Wednesday, September 09, 2015 |
| 30 | 31 12:30p Te 12:30p te | Sep 1 | 2 3 3p Inclas: | 4 5 2:30p TESTING ONLY-NOT OFFICI. 1 hour 30 minutes Online m |
| 6 | 7 | 8 2p | 9) 2:30p TES | Wed 9/9/2015 2:30p - 4:00p Conline meeting |
| 13 🗠 | 14 | 15 | 16 | TESTING ONLY-NOT OFFICIAL CHAT |
| | | | | Join online meeting Find a local number Conference ID: Forgot your dial-in |
| 20 | 21 | 22 | 23 : | ✓ ? × ⊙ ⊕ Join |

- 3. Click on the calendar event and then click the "Join" link.
- 4. You will now be added to the Skype Meeting.