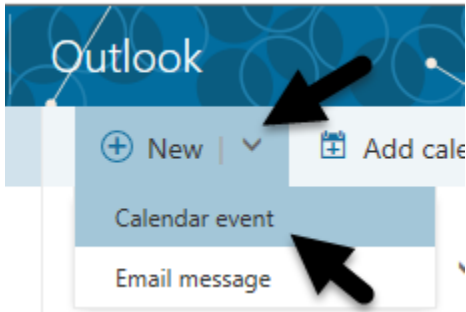


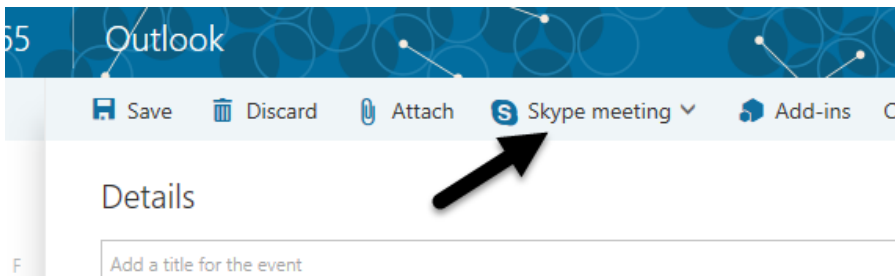
# How to Add a Contact List to a Calendar Skype Event

By Scott Badger

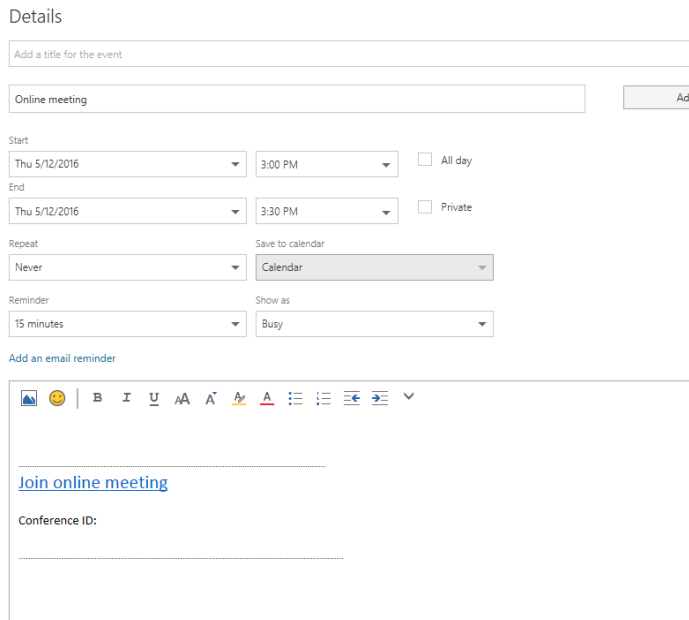
1. Go to the Calendar app.



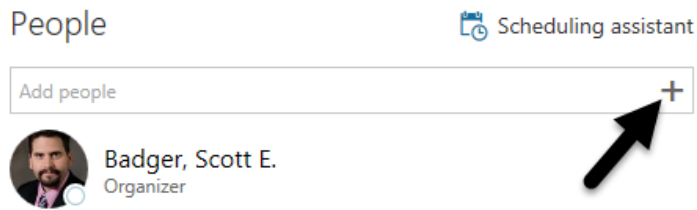
2. Click the down arrow to the right of "New" and select "Calendar Event".



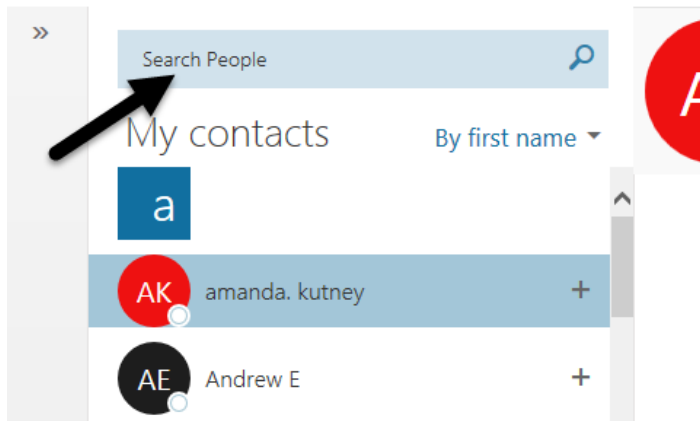
3. Click "Skype Meeting".



4. Enter in your Skype meeting details.



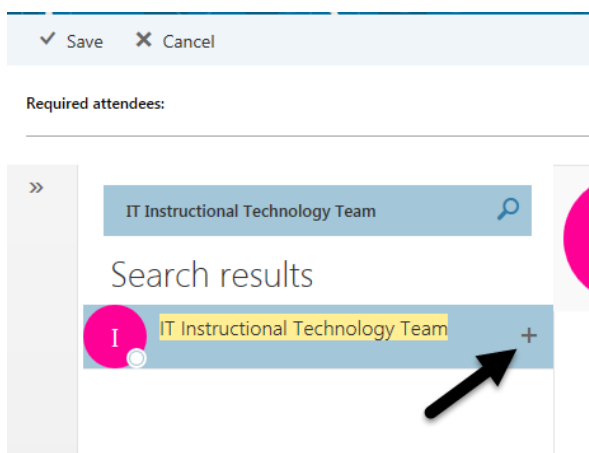
5. When it's time to add your contact list, click the **plus sign**.



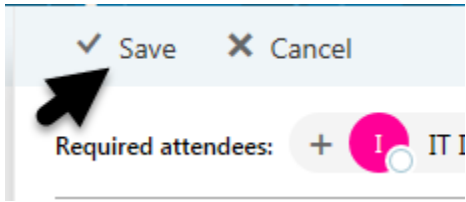
6. Type in your contact list name within the "Search People" field.



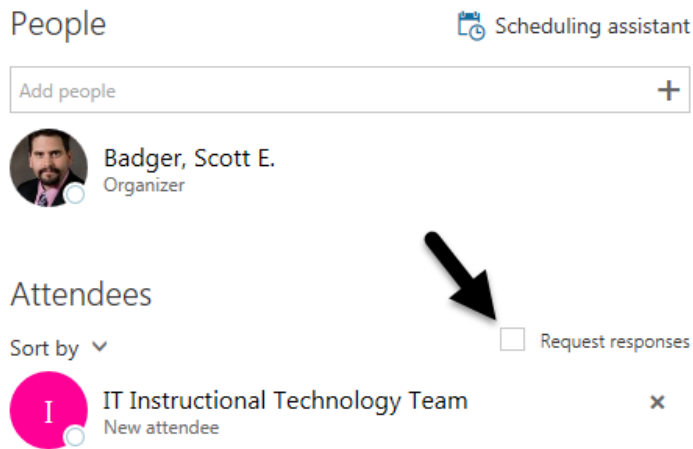
7. Click the **search icon**.



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”**.