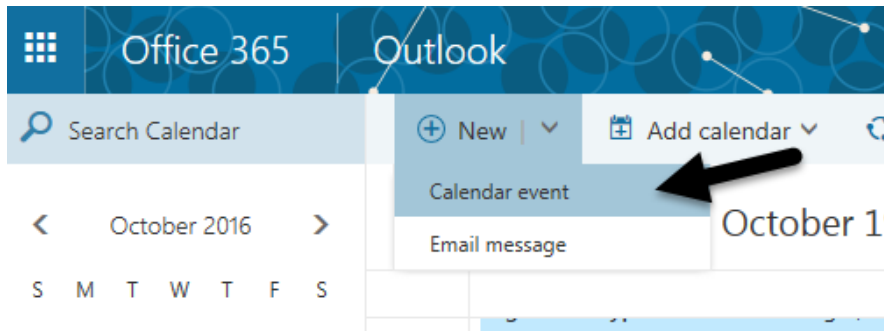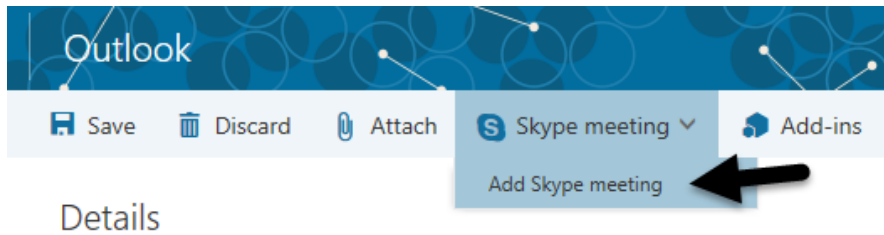# How to Schedule a Skype Event in Your Office 365 Calendar App
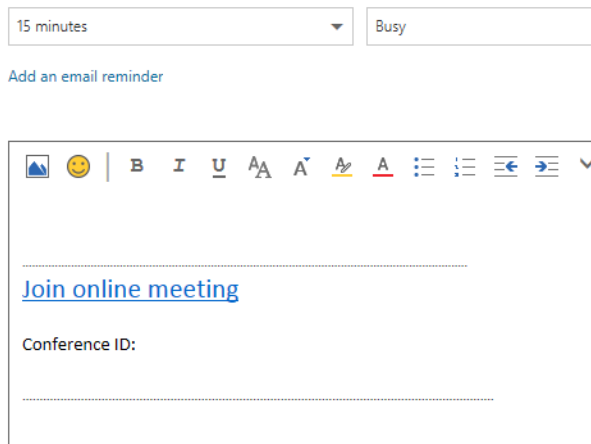
By Scott Badger

1. Click the down arrow to the right of New and select "Calendar event".

2. Click the down arrow to the right of Skype meeting and select "Add Skype meeting".

3. In the message field, you should now see "Join online meeting".

4. Now fill in the details for your skype event.

5. Add the users to your skype event. (**Note**: If you have already created a contact list within your Office 365 app, you will be able to add the contact list to the skype event.)

6. Click "Save".
7. The event has been added to your calendar.