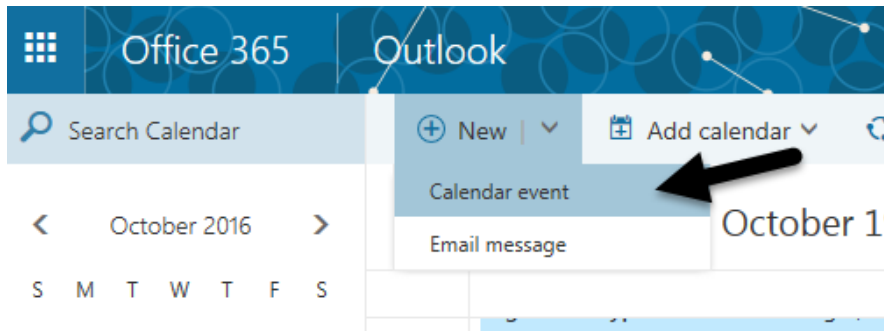
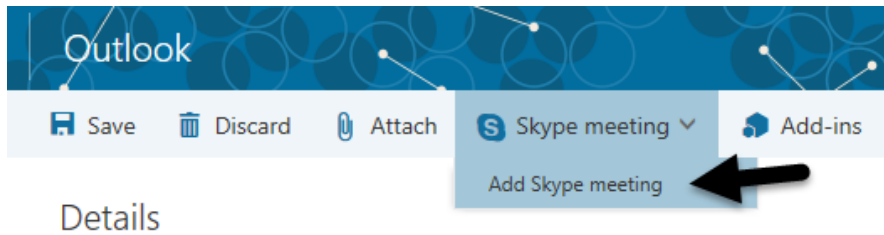


# How to Schedule a Skype Event in Your Office 365 Calendar App

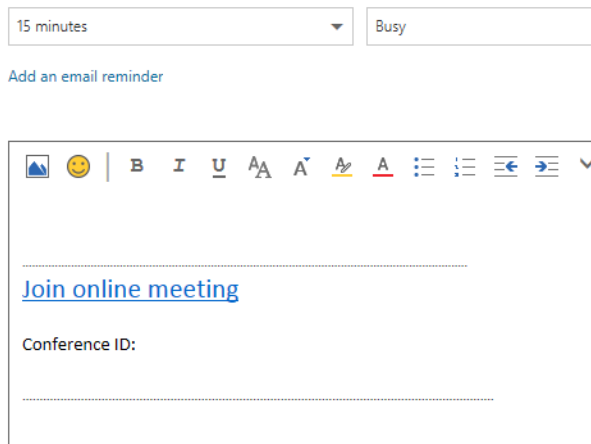
By Scott Badger



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".

Details

Add a title for the event

Online meeting Add room

Start  
 Wed 10/19/2016 11:30 AM  All day

End  
 Wed 10/19/2016 12:00 PM  Private

Repeat  
 Never

Save to calendar  
 Calendar

Reminder  
 15 minutes


Show as  
 Busy

[Add an email reminder](#)

- Now fill in the details for your skype event.

People Scheduling assistant

Add people +

 **Badger, Scott E.**  
 Organizer

- 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.)

Outlook

Save Discard Attach

Details

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