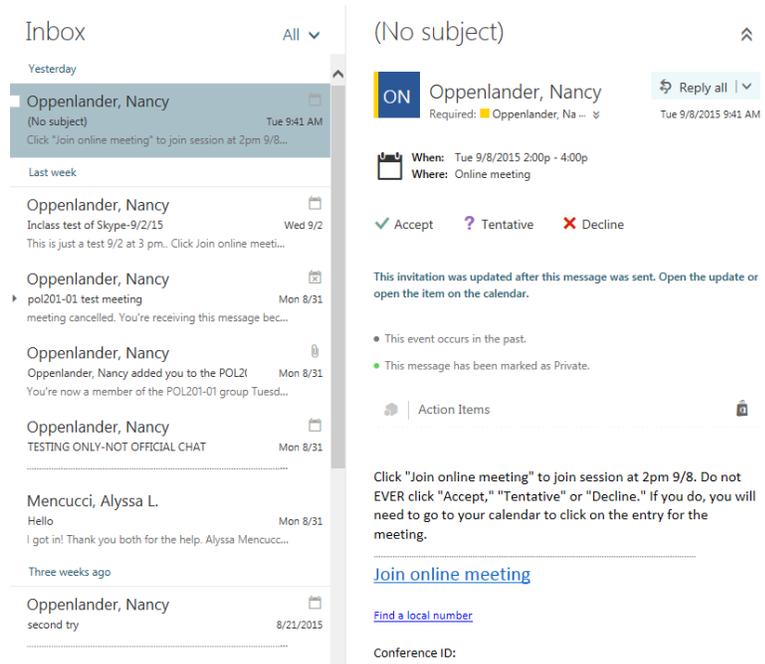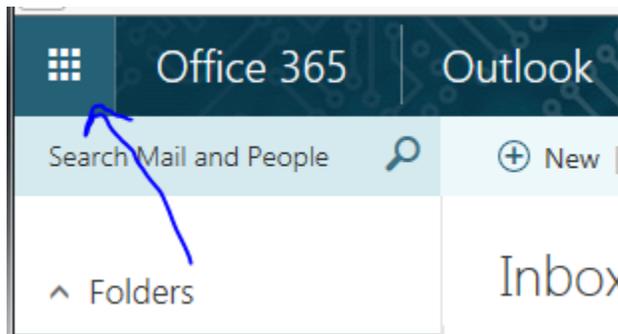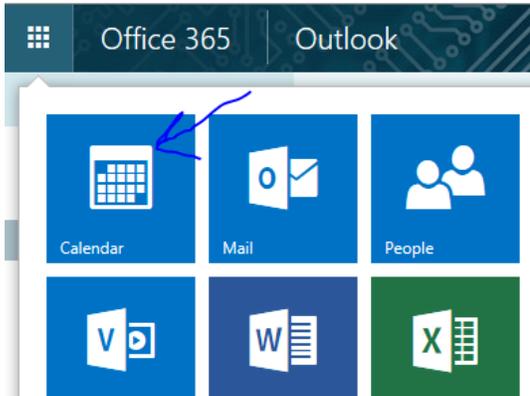# How Do You Join a Skype Meeting from a Calendar Event
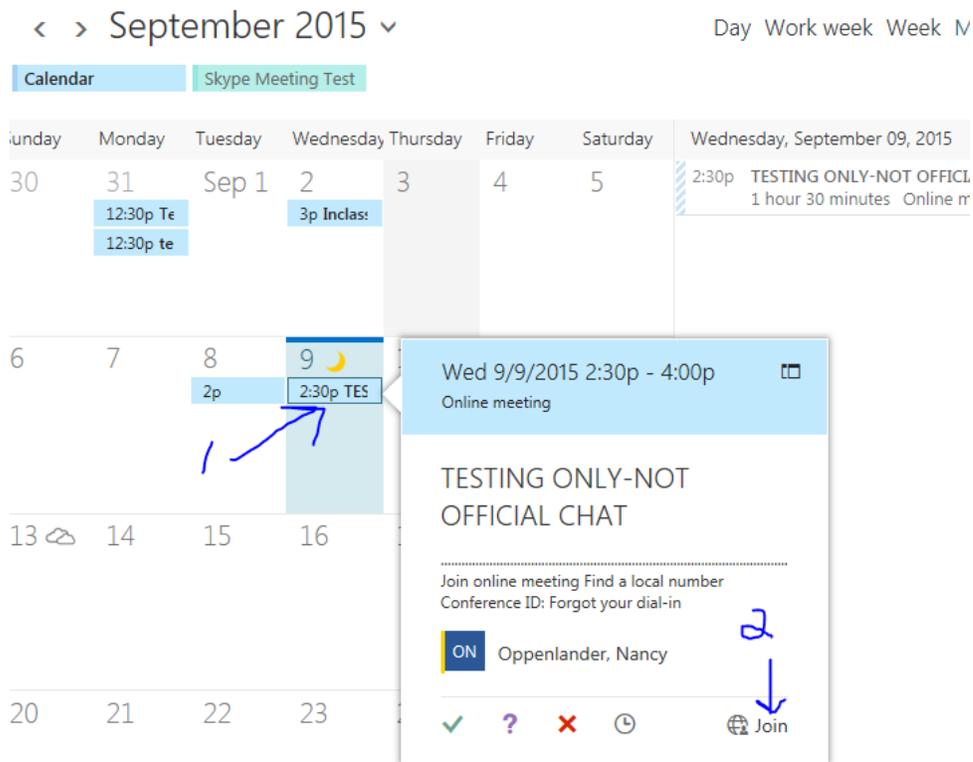
By Scott Badger

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.

U s e r S u p p o r t S e r v i c e s
R h o d e I s l a n d C o l l e g e
R e v - 1

2. Click **Calendar**.

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

U s e r   S u p p o r t   S e r v i c e s
R h o d e   I s l a n d   C o l l e g e
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