Skype Meetings through Outlook Calendar

To Create a Skype Meeting:

1. Open Outlook Calendar to the Home in the Ribbon Menu and Click on New Skype Meeting

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File	Home Send /	Receive Fol	der View	Help Acrob	at Q	Tell me what you	i want to d	o		
New Appoint	New New	New Skype Meeting	New Teams Meeting	Today Next 7 Days	Day Work	Week Month S	Schedule View	+ Add Share Calendar ~ Calendar ~	ිසි Browse Groups	Search People
	New	Skype Meeting	Teams Meeting	لحا Go To		Arrange	الاا	Manage Calendars	Groups	Find
	March 2020 SU MO TU WE TH))	< • •	March 8 - 1	4, 2020	Nashville, Ter	nnessee 🔻		🚔 Tomorrow 🖂	Wednesday 68° F / 58° F
	23 24 25 26 2 7	7 28 29	9	SUNDAY		MONDAY		TUESD	AY	WEDNE

2. The meeting invite will include the link to join the Skype meeting.

 You haven't sent this meeting invitation yet. This appointment conflicts with another one on your calendar. 									
Þ	Title								
1 Send	Required								
2	Optional								
F	Start time	Mon 3/9/2020	÷	3:30 PM	-	🔲 All day 🛛 🖉 Time zones			
1	End time	Mon 3/9/2020	Ē	4:00 PM	-	↔ Make Recurring			
1	Location	Skype Meeting							
Join Sk Trouble	ype Meeting Joining? <u>Try Skype</u>	Yeb App							
Join by p	hone								
615-421-8800,,7816673# (Vanderbilt University) English (United States)						es)			
1-855-320-3551,,7816673# (Vanderbilt University)				English (United States)					
615-875-9250,,7816673# (Vanderbilt University)				English (United	25) ><\				
615-421-89997816673# (Vanderbilt University)				English (United States)					
615-421-8620,,7816673# (Vanderbilt University)				English (United States)					
1-855-320-3552,,7816673# (Vanderbilt University)				English (United States)					
Find a local	<u>number</u>								
Conference	ID: 7816673								
Forgot your	dial-in PIN? Help								
er									

If you do not see the New Skype Meeting icon in your Ribbon Menu you may need to enable the Add-in.

• Click on File in the Ribbon Menu



Click Options from the Navigation List



- **Click** <u>Add-ins</u> from the Options menu; **Look** for <u>Skype Meeting Add-ins for Microsoft Office</u> under Active Application Add-ins.
- If it is not in the list **Click** <u>Go</u> next to the Manage COM Add-ins at the bottom of the page to activate.

Outlook Options					
General Mail	ितु View and manage Microsoft Office Add-ins.				
Outlook Options 2 General Mail Calendar Add-in Options Groups Launch Add-in options dialog: People Add-ins Tasks Add-ins Search Add-ins Language Active Application Add-ins Actobat PDFMaker Office COM Addin C1\xbf4PDFMOutlookAddin.dll Microsoft Exchange Add-in C1\xbf4SendAsLinkAddin.dll COM Add-in Advanced Microsoft Exchange Add-in C1\xbf4SendAsLinkAddin.dll COM Add-in Guick Access Microsoft Exchange Add-in C1\xbf4SendAsLinkAddin.dll COM Add-in Advanced Microsoft Exchange Add-in C1\xbf4SendAsLinkAddin.dll COM Add-in Guick Access Toolbar Add-in for Microsoft Office C1\xbf4SendAsLinkAddin.dll COM Add-in Microsoft Exchange Add-in for Microsoft Office C1AbDINS\UPDENSUPCONFECTERPLIX COM Add-in Microsoft Exchange Add-in for Microsoft Office C1AbDINS\UPDENSUPCONFECTERPLIX COM Add-in Microsoft PAplication Add-ins Microsoft Application Add-ins C2Affice16\ADDINS\ACCOLKDLL COM Add-in Microsoft VBA for Outlook Addin in C1fice16\ADDINS					
Groups	Launch Add-in options dialog: Add-in Options				
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Ease of Access	Active Application Add-ins Acrobat PDFMaker Office COM Addin Access Access Microsoft StarePoint Server Colleague Import Add-in C:\xb4XpENDS\Colle Microsoft SharePoint Server Colleague Import Add-in Microsoft Teams Meeting Add-in for Microsoft Office C:\soft.xbarePoint Server Colleague Import Add-in C:\soft.xbarePoint Server Colleague Import Add-in Microsoft Teams Meeting Add-in for Microsoft Office C:\soft.ceast 2016 C:\soft.ceast 2016 C:\soft.cearchort.pdf		COM Add-In		
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Advanced	Microsoft Teams Meeting Add-in for Microsoft Office	C:\(ADDING(ColleagueImport.ull	COM Add-in		
Customize Ribbon	Outlook Social Connector 2016				
Quick Access Toolbar	Skype Meeting Add-in for Microsoft Office	COM Add-in			
Quick Access Toolbal					
Add-ins	Inactive Application Add-ins				
Trust Center	Microsoft Access Outlook Add-in for Data Collection and Publishing	C:\ffice16\ADDINS\ACCOLK.DLL	COM Add-in		
nust center	Microsoft VBA for Outlook Addin	C:\fice16\ADDINS\OU1LVBA.DLL	COM Add-in		
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Description: Skype Meeting Add-in for Microsoft Office					
No Disabled Application Add-ins Add-in: Skype Meeting Add-in for Microsoft Office Publisher: Microsoft Corporation Compatibility: No compatibility information available Location: C:\Program Files\Microsoft Office\root\Office16\UCAddin.dll Description: Skype Meeting Add-in for Microsoft Office Manage: COM Add-ins					

• Check Skype Meeting Add-in for Microsoft Office and Click OK.



If you do not see the New Skype Meeting icon in your Ribbon Menu after enabling the Add-in you may need to add it to your Ribbon Menu

• Navigate back to the <u>Options</u> menu as above then Click <u>Customize Ribbon</u>.

General Mail Calendar Groups People Tasks Search Language Ease of Access Advanced Customize Ribbon Quick Access Toolbar Add-ins Trust Center	Customize the Ribbon. Choose commands from: Popular Commands Address Book Address Book Automatic Replies Close All Items Manage Rules & Alerts Meeting New Appointment New Task New Task New Task Save Al Attachments Save As Send/Receive All Folders Undo Work Offline	Add >> << Remove	Customize the Classic Ribbon Main Tabs Main Tabs Home (Mail) Home (Calendar Table View) Home (Calendar Table View) Home (Calendar) Home (Calendar) Home (Calendar) Home (Calendar) Home (Calendar) Home (Galendars) Home (Contacts) Home (Notes) Home (Iournals) Home (Iournals) Home (Group) Send / Receive Folder View Developer Add-ins New Tab New Group Reset Customizations: Reset (mgort/Export Customizations: Reset Main Calendary Main Calendar	▼ ▲ ↓ ↓ ↓ ↓ ↓ ↓
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