

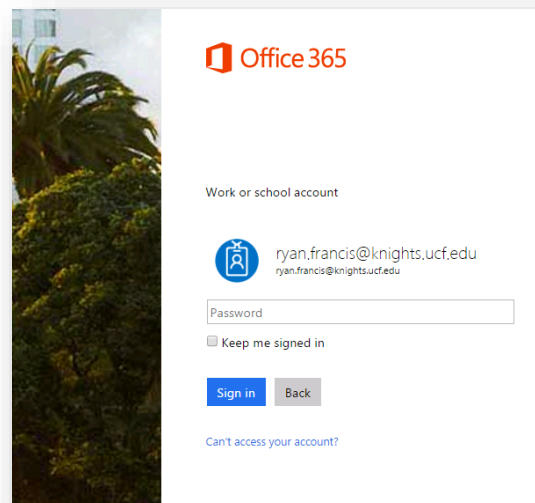
Skype for Business from Office 365

Creating a Skype Meeting from Knights Mail

Step by Step:

From your Knights Email account, you have access to using Skype for Business to set up meetings with your contacts even without having to actually download Skype for Business.

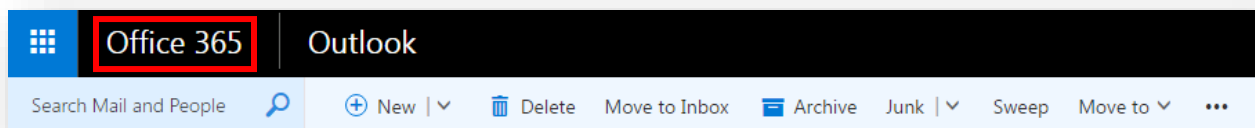
First thing that you will need to do is log in to your Knights Mail account:



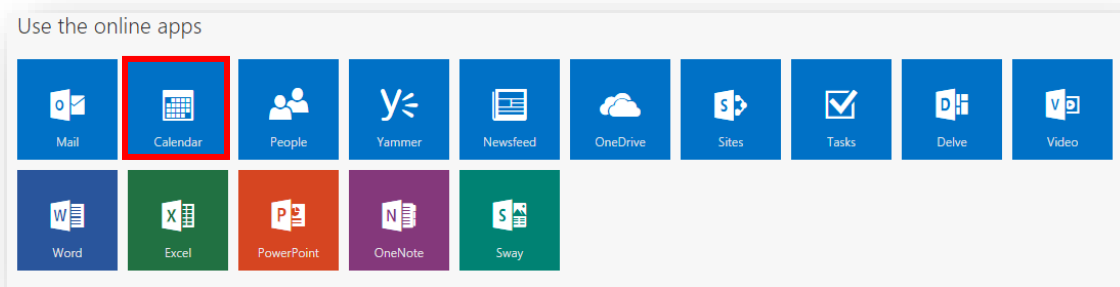
If you don't know where to go to access your Knights Mail account, use the following link:

- <https://extranet.cst.ucf.edu/kmailselfsvc>

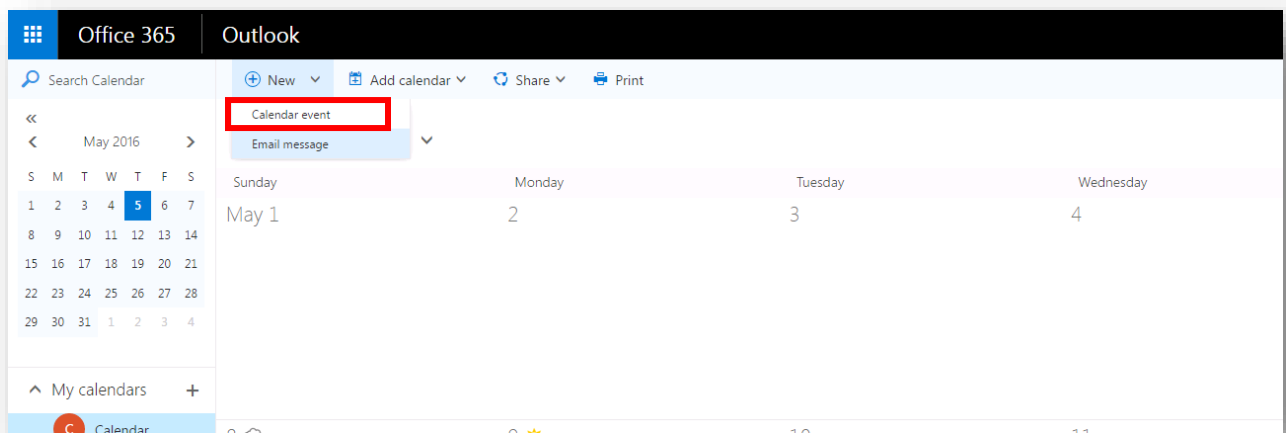
Second, after logging in look to the top left of the screen and click the **Office 365** button.



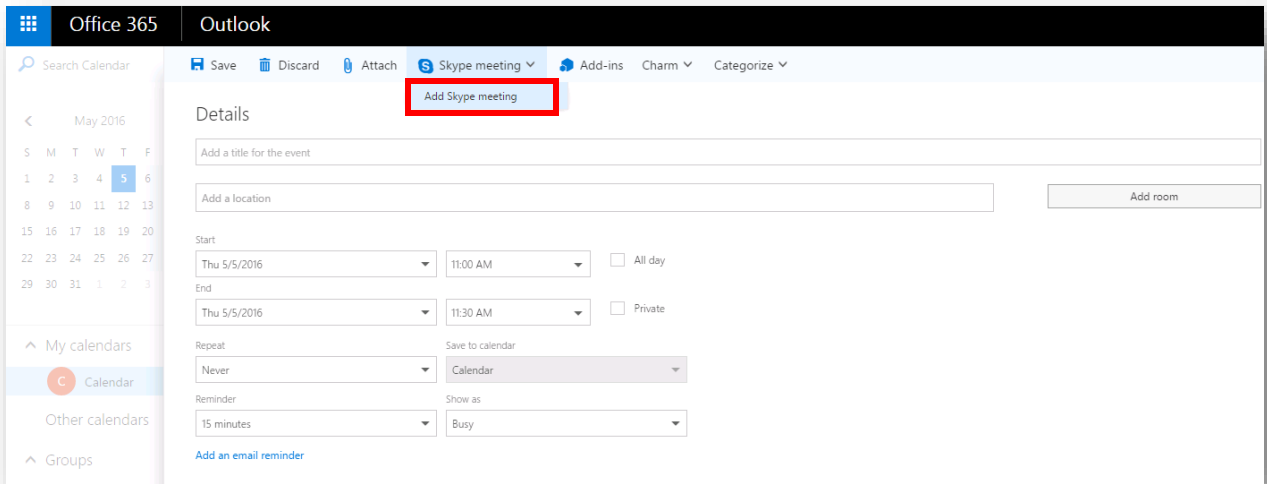
Third, the next screen will display a series of tiles with different Office programs under the heading of “Using the online apps.” From there click on the tile that says **Calendar**, highlighted in red below.



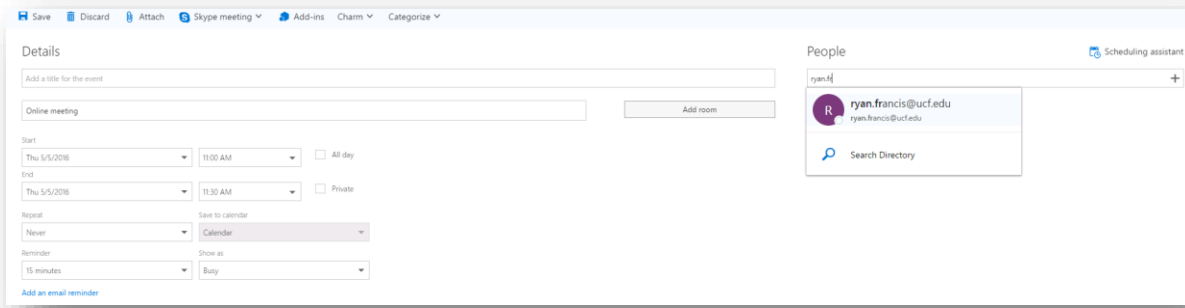
After clicking on the Calendar tile, you will be brought to your calendar screen. From there you will look directly below the Outlook logo on the top left of the screen, click on the drop arrow next to **New** and select **Calendar Event**.



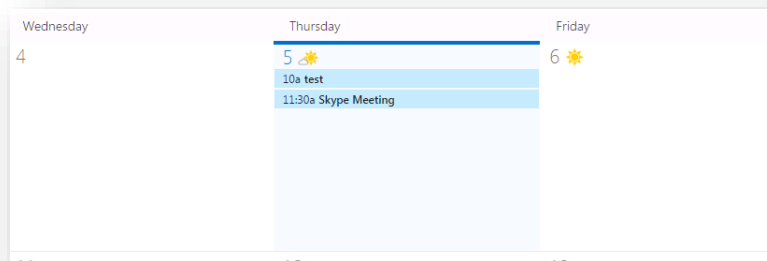
Next, you will be prompted to create the new calendar event. In order to make it a Skype meeting, go to the task bar at the top of the screen and click **Skype meeting**, followed by clicking on **Add Skype meeting** from the drop down menu.



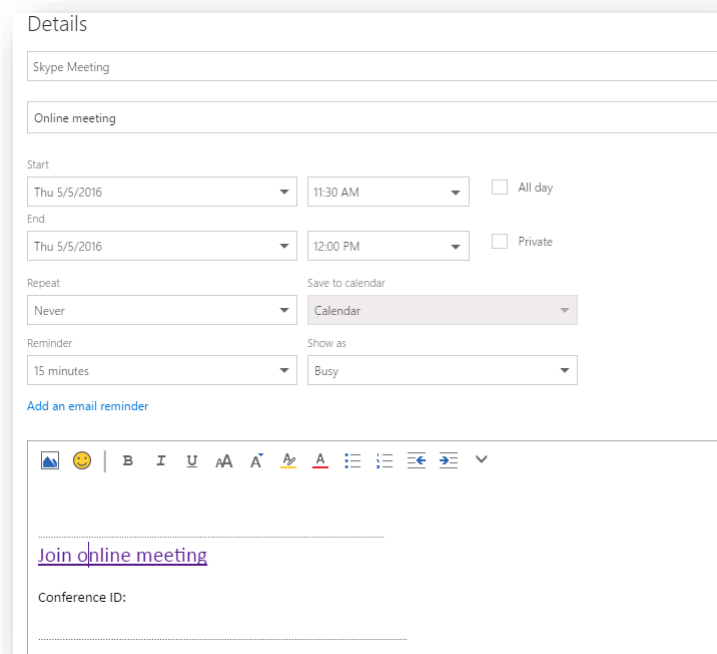
To add people to this meeting, go to the right side of the screen, under **People**, and type in the email account you would like to invite. If you are inviting someone who you have already emailed, their name will be seen in the drop down menu, just click their name to add to the invite.



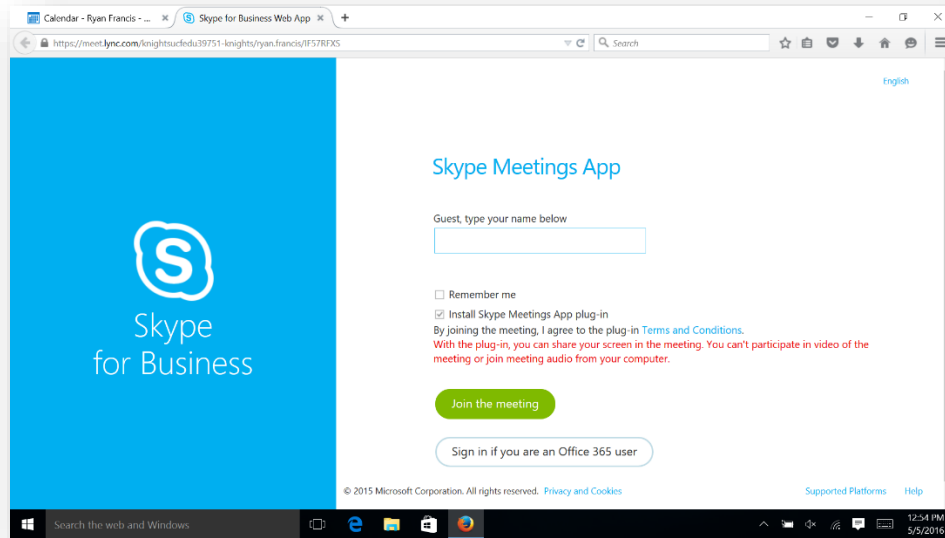
After you have added people to the meeting, go ahead and set a meeting time and date, then click save. The meeting you created will now appear on your calendar and the people you invited will get an email and it will be added to their calendar as well. *Note in testing Chrome would not display the calendar, if you are having this problem, we advise you to switch browsers.



Once the meeting time comes around, go to the meeting on your calendar and double click. From there click the **Join Online Meeting**, this will bring you to the Skype for Business web app.



After you get to the web app, one of two things will happen. If you have Skype for Business installed to your computer, it will prompt you to launch the application and your S4B client will open the meeting. If you don't have Skype for Business, you can use the web app, which will ask you to create a name that will be seen in the meeting.



The web app will also ask you to download a plug-in, which is necessary to run the Skype for Business web app, this will only need to be done on the first time you use the web app.

