

Join a meeting

1. Open Microsoft Outlook and go to calendar.
2. Double-click on the Skype for Business calendar invitation to open it.
3. Click on "Join Skype Meeting" to join the online meeting. Skype for Business window opens and you are connected to other participants.

The screenshot shows the Microsoft Outlook interface with the 'MEETING' ribbon selected. The ribbon contains several groups of icons: 'Actions' (Save & Close, Delete, Forward), 'Show' (Appointment, Scheduling Assistant), 'Skype Meeting' (Join Skype Meeting), 'Meeting Notes' (Meeting Notes), and 'Respond' (Accept, Tentative, Decline, Propose New Time, Respond). Below the ribbon, the meeting details are displayed:

Organizer: [Redacted]
Subject: Skype Meeting
Location: Skype Meeting
Start time: to 15.10.2015 11:30 All day event
End time: to 15.10.2015 12:00

A red box highlights the 'Join Skype Meeting' link, which is accompanied by the text: "This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync."

Join by phone
[+358 9 7424 6666](tel:+358974246666) (Helsinki) Finnish (Finland)
[Find a local number](#)

[Kokoukseen liittyminen](#)