

# 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.

FILE MEETING INSERT FORMAT TEXT REVIEW PDF-XChange 2012

Save & Close Delete Forward Appointment Scheduling Assistant Join Skype Meeting Meeting Notes Accept Tentative Decline Propose New Response

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

[Join Skype Meeting](#)

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](#) (Helsinki) Finnish (Finland)  
[Find a local number](#)

Kokoukseen liittyminen