# Connecting with Skype for Business Outside CCSD

Cobb County School District personnel can schedule meetings via Skype for Business with participants from outside the District. Prior to scheduling a Skype meeting, sign into Skype for Business. Make sure that you have the email address of the person outside of CCSD who will be joining your session. If using Skype for Business with a guest speaker who is a not an employee of CCSD, it is recommended that you inform your school administrator in advance of the meeting.

Schedule the Skype Meeting
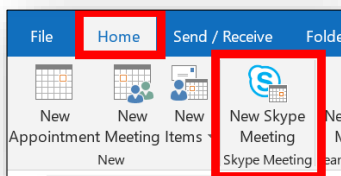
1. Open **Outlook**.
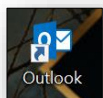
2. Click **Calendar icon** at the bottom left corner of your screen.
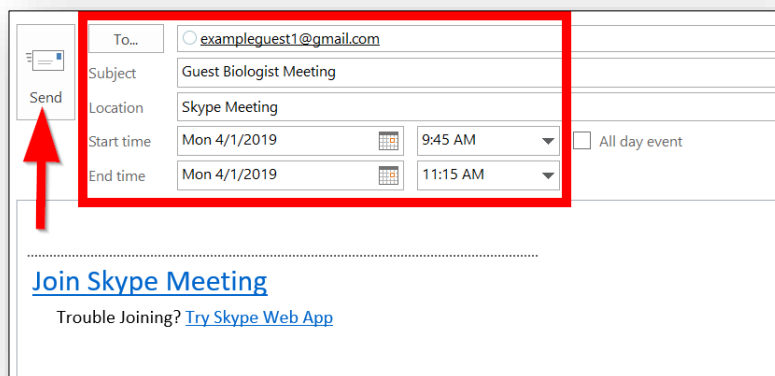
3. Click the **Home tab**.

4. Click **New Skype Meeting**.

5. Enter your guest's email address in the **To field**.

6. Enter the purpose of the Skype meeting in the **Subject field**.

7. Click on the **calendar icons** in the Start time and End time fields to choose the meeting date. Use the dropdown menu to the right of the Start time and End time fields to select the meeting times. *Note: Choose times that allow you at 15-minute windows before and after the planned start and end times.*

8. Click **Send** to send the Skype meeting invitation to the guest.

9. The scheduled Skype for Business meeting will appear on your Outlook calendar.

SUNDAY	MONDAY	TUES
Mar 31	**Apr 1**	2
	9:45am Guest Biologist Meeting; Skype Meeting;	
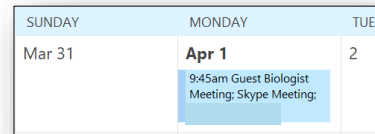
Host Actions on Day of the Skype Meeting

1. Open your Outlook calendar, and double click the event entry.

SUNDAY	MONDAY	
Mar 31	**Apr 1**	2
	9:45am Guest Biologist Meeting; Skype Meeting;	

2. Join the Skype Meeting by clicking **Join Skype Meeting** on the ribbon or clicking the Join Skype Meeting link inside the calendar meeting notice.
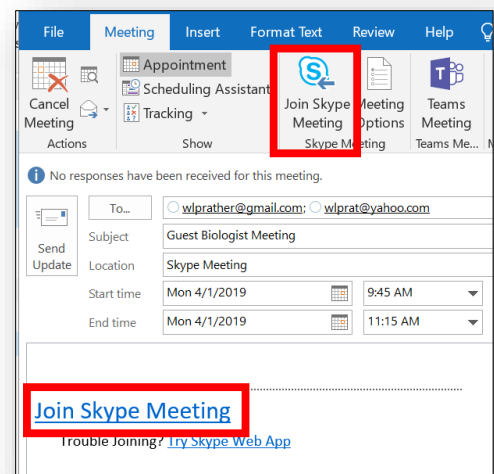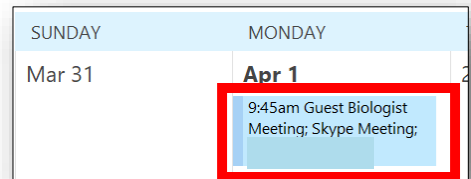
3. Click **OK** to Join the Meeting Audio.

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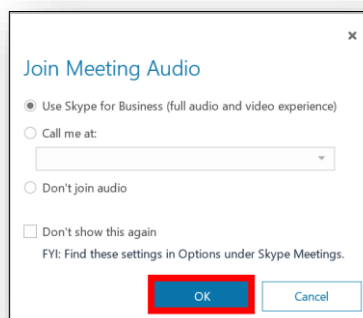
4. To add video to the call, click the **blue camera** button.

5. To end the call, click the **red telephone** button.
   Note: A yellow notification bar may appear to inform you that your guest is waiting in the lobby. Click Admit to bring he or she into the meeting.

Guest Actions on Day of the Skype Meeting

1. Open email with Skype Meeting access link.

2. Click **Join Skype Meeting** link.

Desktop/Laptop	Mobile Device

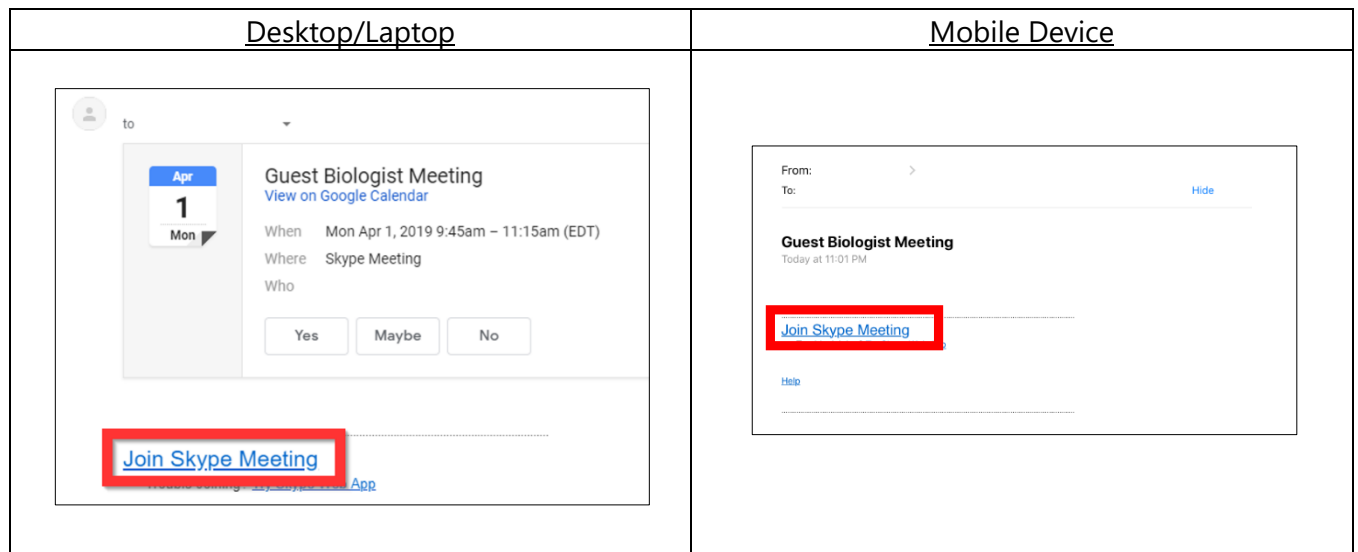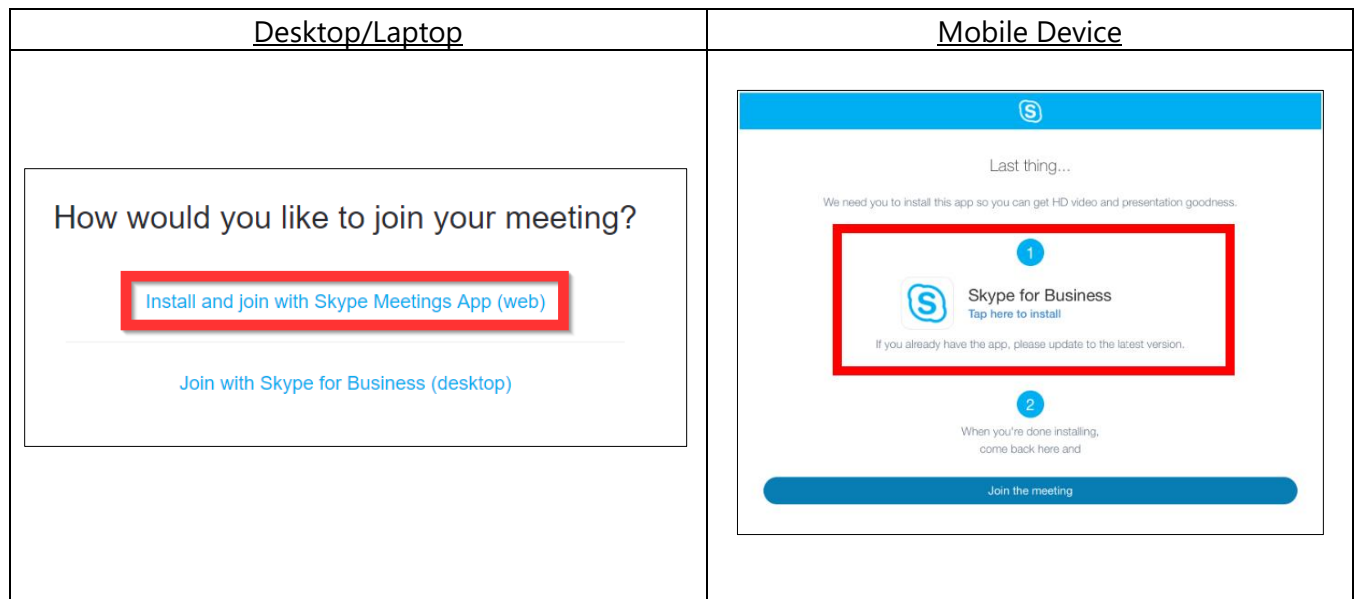3. **Install Skype for Business app**.

Desktop/Laptop	Mobile Device
How would you like to join your meeting? Install and join with Skype Meetings App (web) Join with Skype for Business (desktop)	Last thing... We need you to install this app so you can get HD video and presentation goodness. ① Skype for Business — Tap here to install If you already have the app, please update to the latest version. ② When you're done installing, come back here and Join the meeting

4. Click **Join as Guest** and enter your name. Click **Join**.

Desktop/Laptop	Mobile Device
Welcome Enter your name [ ] Join Sign in if you have an Office 365 account Use my Skype for Business desktop app instead	Welcome to Skype for Business, the app formerly known as Lync. Sign In Join as Guest Kirk Kingdom → Go back

6. To add video to the call, click the **blue camera** button.

7. To end the call, click the **red telephone** button.

Desktop/Laptop	Mobile Device

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