## **Creating Multiple Skype Rooms**

These directions explain how to create Skype sessions that occur in different rooms allowing you to schedule multiple Skype sessions for teachers or participants at the same time.

0 1. Open Outlook 2016. Outlook 2016 2. Click on the Calendar icon in the ....  $\checkmark$ bottom left corner. 3. Click New Skype Meeting. HOME SEND / RECEIVE FOLDER VIEW FILE . 9 K -2 New New New New Skype Today Next 7 Work Week Month Schedule Dav Appointment Meeting Items Meeting Days Week View New Skype Meeting Go To 5 Arrange 15 4. Enter the guest's email 🔜 🖬 ち ぐ 个 .↓ = Untitled address in the To window. MEETING INSERT FORMAT TEXT REVIEW FILE Addre 🗙 🖳 Calendar 0 S N X 🐝 Check Delete 🕞 Forward 🔹 Appointment Scheduling Join Skype Meeting Meeting Cancel Invitation 🖨 Respo Assistant Meeting Options Notes Skype Meeting Actions Show Meeting Notes Attende () You haven't sent this meeting invitation yet. 5. Enter the **Subject** of the Skype meeting. This То... === Subject Send ocation Skype Meeting 6. Select the date. Use the dropdown list to 10:30 AM Mon 2/22/2016 All day event Start time select the **start** and **end times**. Mon 2/22/2016 nd time 10 11:00 AM \* → Join Skype Meeting This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.



7. Click on Meeting Options.



- 8. Select A new meeting space.
- 9. Click **OK**.

Permissions About	Where do you want to meet online? Help me decide
	<ul> <li>A new meeting space (I control permissions)</li> <li>Each meeting I create is held in a new space with unique entry info. I choose who gets in and what they can do in the meeting.</li> </ul>
	All meetings I create are held in the same space with the same entry info. People from my company can get into the meeting at any time as presenters.
	These people don't have to wait in the lobby:         Why do I use this?
	Anyone (no restrictions)
	Who's a presenter?
	Anyone from my organization $\checkmark$ Choose presenters
	Presenters can share content and let people into the meeting.
	Do you want to limit participation?
	Disable IM
	Mute all attendees
	Block attendees' video Presenters can share audio and video
	Remember Settings OK Cancel

10. Click the **Send button** to send the Skype meeting invitation to the guest.



