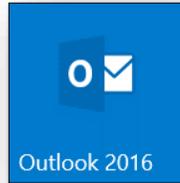


Creating Multiple Skype Rooms

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.

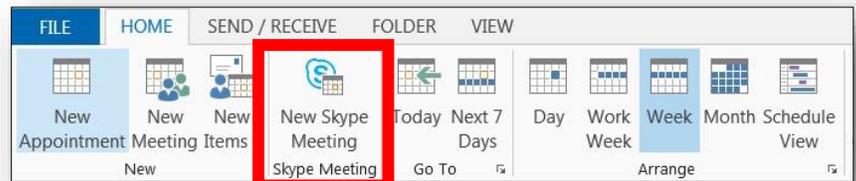
1. Open **Outlook 2016**.



2. Click on the **Calendar icon** in the bottom left corner.



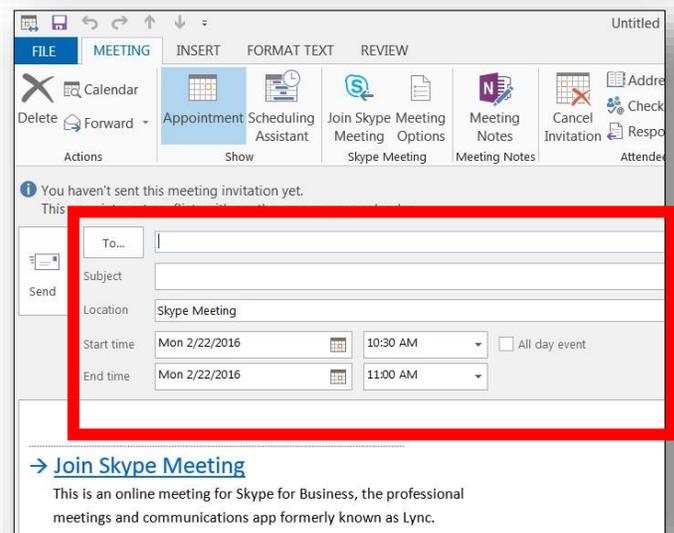
3. Click **New Skype Meeting**.



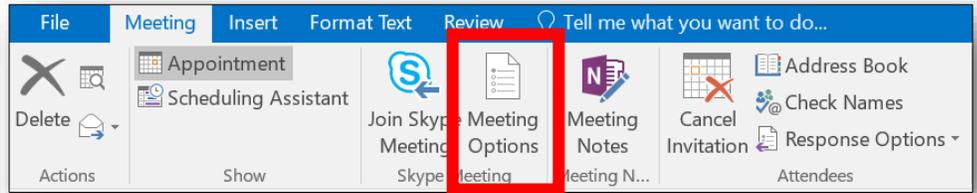
4. Enter the **guest's email address** in the To window.

5. Enter the **Subject** of the Skype meeting.

6. Select the **date**. Use the dropdown list to select the **start** and **end times**.

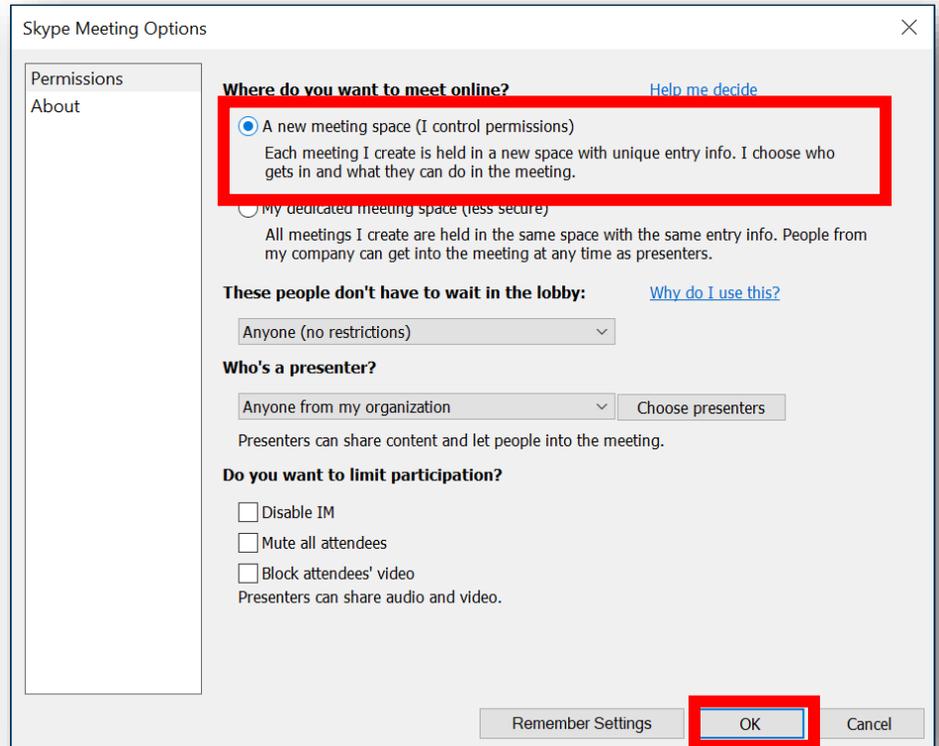


7. Click on **Meeting Options**.



8. Select **A new meeting space**.

9. Click **OK**.



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

