Skype for Business Web Scheduler

Skype for Business Web Scheduler is a web-based program that you can use to create Skype Meetings if you don't have Outlook. With Skype for Business Web Scheduler, you can create new meetings, change your existing meetings, and send invitations with your favorite email program.

Create a Skype Meeting

Sign-in to the web scheduler at https://scheduler.wsu.edu . When you sign in to the Skype for Business Web Scheduler, you'll go straight to the New Meeting page.

Important: Skype for Business Web Scheduler doesn't update your calendar automatically, so participants must be informed of every change you make.

1. Enter an **Event** title for your meeting.
2. You can leave the meeting location as **Skype Call**, or add a location, such as a conference room, if you have in-person attendees as well.
3. Enter meeting details in the **Message** box, and set the start and end date and time.

4. Under **Attendees and Audio**, add the attendees' names or email addresses, separated by semicolons (;).
5. (Optional) Select **Check Names** to verify the addresses of the participants who are in your organization.
6. Under **Who will bypass the lobby?** and **Who is a presenter?**, do one of the following:

- Accept the standard settings, which are best for small working meetings with people inside your organization.

  OR

- Choose other lobby or presenter options depending on the type of meeting you want to schedule.

These people don't have to wait in the lobby

Who gets in directly?	What happens?	Recommended when…
Organizer only	You are the only one who gets into the meeting directly. Everyone else has to wait until admitted.	You have a high security meeting and confidential information.
People I invite from my company	Only people who were invited can join the meeting directly. Everyone else has to wait until admitted.	You're discussing confidential information, and want to only allow specific people to join.
People from my company	Anyone from your company can get in to the meeting directly, even if not invited.	You don't have external participants and you are not discussing confidential information.
Everyone (no restrictions)	Anyone who has access to the meeting link gets in to the meeting directly.	You're inviting outside participants and you're not discussing confidential information.

Who's a presenter?

Presenter option	Who is a presenter?	When to choose this option
Organizer only	Only the person who schedules the meetings	For presentations where the participants don't have to interact with the meeting content. (You can designate additional presenters during the meeting.)
People I choose	You and the participants you choose	For presentations with more than one presenter
People from my company	Everyone you invite who has an account on your network	For group work sessions, where all participants work at your organization and can share and modify meeting content
Everyone (no restrictions)	Everyone you invite	For group work sessions with people who don't have an account on your network

7. Check the box next to **People dialing in by phone will bypass the lobby** if you want your dial-in callers to go straight to the meeting.
8. Select **Save**.

Send the meeting information to participants

To send the meeting request, you can copy the meeting details and paste them into an email program, or save the details in iCalendar format send it as an attachment.

Copy the meeting request and paste it into an email

1. When you've finished creating the meeting, select **Save**. You'll see a confirmation page that lists your meeting details, including the Join Skype Meeting URL.

2. Highlight the meeting information, right-click, and then choose **Copy**.
3. Open your email program and create a regular meeting request.
4. Paste the Skype meeting details into the request.
5. Add the participants' email addresses to the message, verify the meeting date and time, enter a meeting agenda, and then send the request.

Send your meeting request as an iCalendar file

1. In the **My Meetings** section, select the meeting by its subject, and then select Info.

2. At the bottom of the meeting invitation window, select **Export as iCalendar**.

3. When prompted by your web browser to either open or save the iCalendar file, select Save.
4. Create an email message and add the iCalendar file you just created as an attachment.

5. Enter the meeting participants, meeting title, and a message as appropriate, and then send the email.

When participants open the iCalendar file, the meeting is automatically added to their default mail or calendaring program.
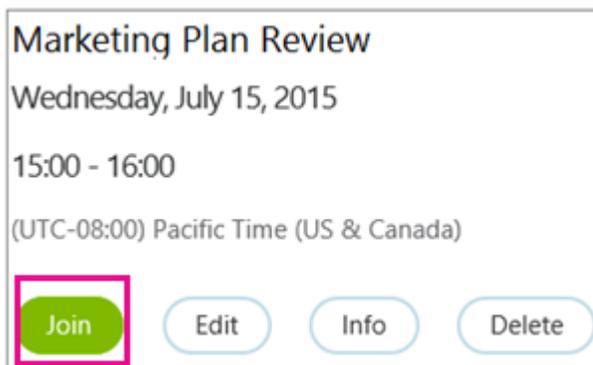
Join a Skype Meeting

To join a meeting you created with Skype for Business Web Scheduler, do one of the following:

- Open the email meeting request and select the meeting link.

    OR

- Open Skype for Business Web Scheduler, select the meeting you want from the list on the left, and then select **Join** in the meeting summary pane.
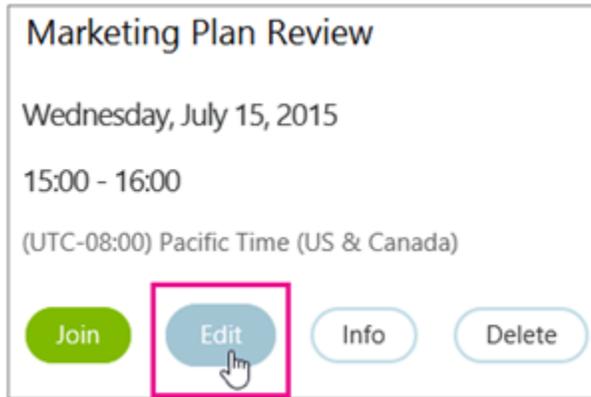

View, edit, or delete an existing meeting

To view a meeting's details, open Skype for Business Web Scheduler and select the meeting title on the left. Skype for Business Web Scheduler lists only the meetings you've scheduled, not all the meetings on your calendar.

To edit or delete a meeting:

1. Select **Edit** or **Delete** in the meeting summary pane.

Marketing Plan Review

Wednesday, July 15, 2015

15:00 - 16:00

(UTC-08:00) Pacific Time (US & Canada)

Join   Edit   Info   Delete

2. After you've made your changes, send the participants either the updated meeting information or a notice of the meeting cancellation.

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