## Scheduling a meeting without Outlook or Skype for Business (Web Scheduler)

If you do not have Outlook or Skype for Business installed on a computer, you can still create a meeting.

- 1. Browse to the Skype for Business Web Scheduler at https://sched.lync.com.
  - If you are asked to log in, use your AtlantiCare network login (with the format of Username@atlanticare.org) and password. As an example, jdoe@atlanticare.org.
- 2. Fill out the form, providing details about your meeting and click Save.
  - Adding participants in the **Attendees and Audio** section is only required if you are planning on changing the default meeting options to be more restrictive. Anyone you share the meeting URL with will be able to attempt to join the meeting, regardless of if they were included at this step.
- 3. Share the newly created meeting URL easily with a new Outlook invite or through email.





## Sharing a Skype for Business meeting URL

- 1. Browse to <u>https://mail.atlanticare.org</u>.
- 2. Use your AtlantiCare network login to sign-in.
- 3. On the top left corner, click on the Menu (I) icon.
- 4. Click on Calendar.
  - You can change your calendar view by clicking Day, Work week, Week, or Month.

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- 5. Click on the time slot for your meeting in the calendar.
- 6. Enter the title for your meeting, the location, and time.
- 7. Click on More details.

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- 8. Add attendees to the invite at the top right using their email address.
- 9. Copy and paste the Skype for Business meeting details created in the web scheduler.
- 10. Once finished editing the meeting invitation, click **Save** on the top.

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Joining a Skype for Business meeting using the Skype for Business Web Application

- 1. Browse to into <a href="https://mail.atlanticare.org">https://mail.atlanticare.org</a>
- 2. Use your AtlantiCare network login to sign-in.
- 3. On the top left corner, click on the **Menu** () icon.
- 4. Click on Calendar.
  - You can change your calendar view by clicking Day, Work week, Week, or Month.
- 5. Find and click on your meeting to view the meeting details.
- 6. Click on the meeting URL, this will open a new tab or window.

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0	Join Skype Meeting	
	https://meet.lync.com/atlanticare/ /FLKTTV56	
	Join by phone	
	+155122066667 Find a local number	

7. You may be asked to allow the application, click okay or allow if prompted to run it.



8. You can either join as a guest or join using your AtlantiCare account.

Skype Meetings App	_		×
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Jane Doe (Guest) Join	Join as a guest account.		
Sign in if you have an Office 365 account Join using your A	AtlantiCare Skype for Business	s accou	int.
Use my Skype for Business desktop app instead			
© 2015 Microsoft Corporation. All rights reserved. Privacy and Cookies   Terms and Cook	litions Supported Platfo	orms	Help

Join as a guest account if you do not have an AtlantiCare Skype for Business account.

1. To join as a guest, enter your name in the name box and click **Join**.

Join using your AtlantiCare Skype for Business account.

- 1. To sign in using your AtlantiCare account click the link Sign in if you have an Office 365 account.
- 2. Enter your AtlantiCare network login (with the format of **Username@atlanticare.org**) or your AtlantiCare email address.
- 3. You will be redirected to another page to enter your password.
- 4. After signing in, you will be connected to the meeting.

Skype Meetings App				- 🗆 X
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