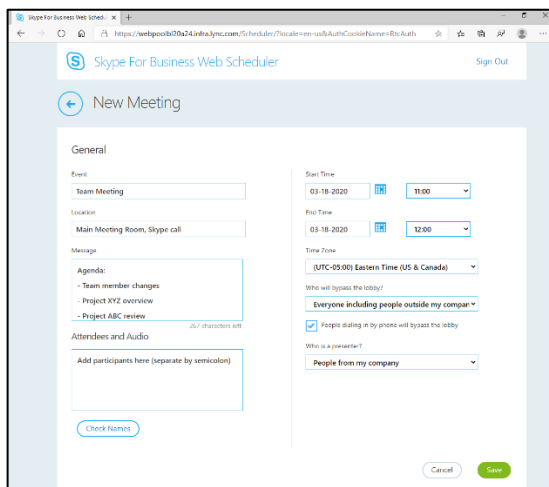


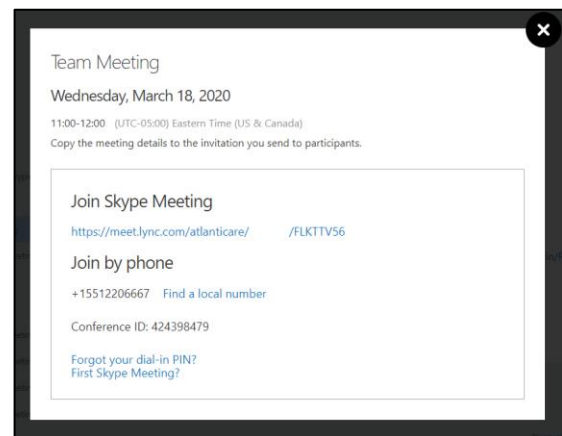
## Scheduling a meeting without Outlook or Skype for Business (Web Scheduler)

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, **jdoh@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.

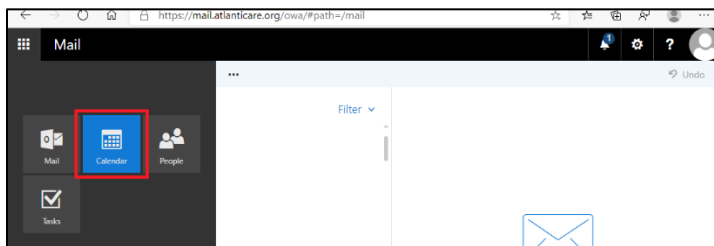


The screenshot shows the 'New Meeting' form in the Skype for Business Web Scheduler. The form is divided into several sections: 'General' with fields for Event (Team Meeting), Location (Main Meeting Room, Skype call), Agenda (Team member changes, Project XYZ overview, Project ABC review), Attendees and Audio (Add participants here), Start Time (03-18-2020 11:00), End Time (03-18-2020 12:00), and Time Zone (UTC-05:00 Eastern Time (US & Canada)). There are also options for who will bypass the lobby and who is a presenter, with a 'Save' button at the bottom right.

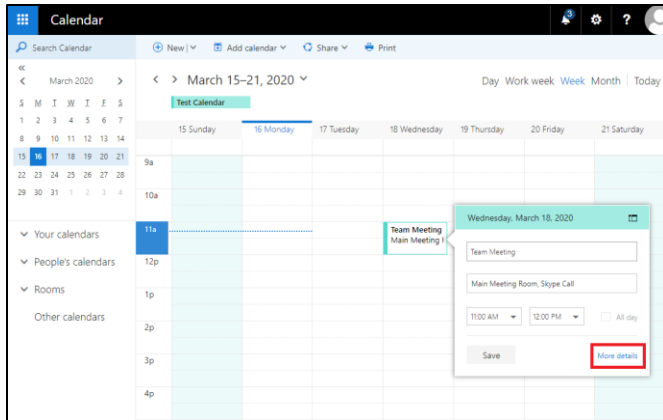


## Sharing a Skype for Business meeting URL

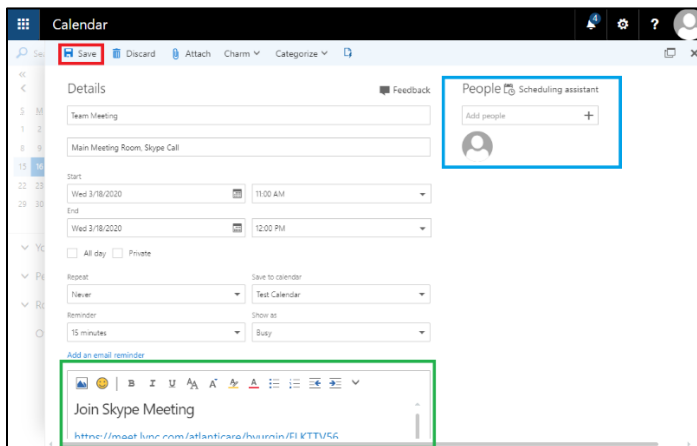
1. Browse to <https://mail.atlanticare.org>.
2. Use your AtlantiCare network login to sign-in.
3. On the top left corner, click on the **Menu** (☰) icon.
4. Click on **Calendar**.
  - You can change your calendar view by clicking **Day**, **Work week**, **Week**, or **Month**.



5. 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**.

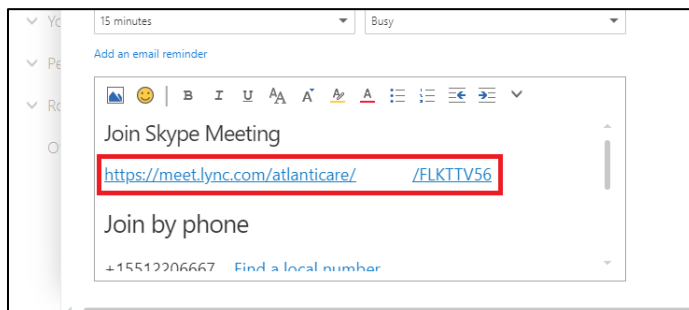


8. **Add attendees** to the invite at the top right using their email address.
9. **Copy and paste** the Skype for Business meeting details created in the web scheduler.
10. Once finished editing the meeting invitation, click **Save** on the top.

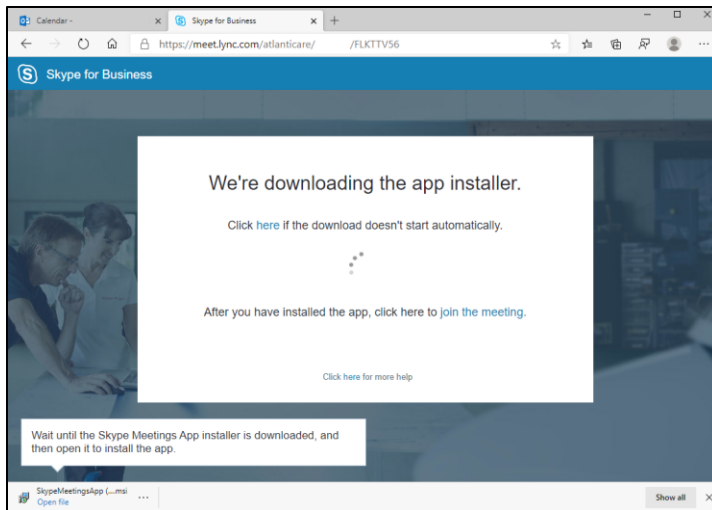


### *Joining a Skype for Business meeting using the Skype for Business Web Application*

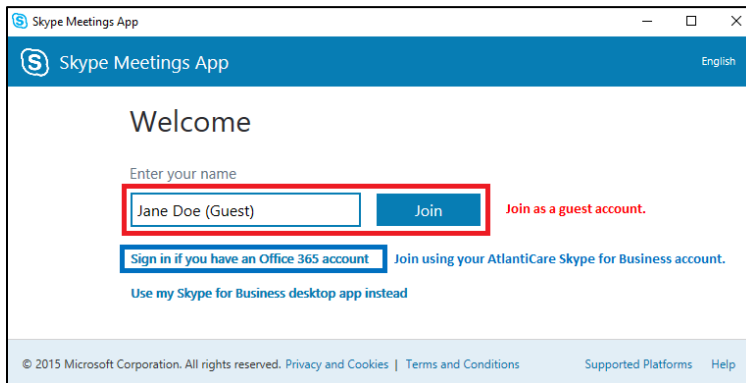
1. Browse to into <https://mail.atlanticare.org>
2. Use your AtlantiCare network login to sign-in.
3. On the top left corner, click on the **Menu** (☰) icon.
4. Click on **Calendar**.
  - You can change your calendar view by clicking **Day**, **Work week**, **Week**, or **Month**.
5. Find and click on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



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.



**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.

