

Scheduling Skype Meetings using the Web Scheduler

If you do not have Outlook, you can use the Skype For Business Web Scheduler to schedule Skype meetings.

Skype for Business Web Scheduler (Online Form):

<https://webpoolsn11a13.infra.lync.com/Scheduler/?locale=en-us&AuthCookieName=RtcAuth>

Skype for Business Web Scheduler (Full Instructions): <https://support.microsoft.com/en-us/office/skype-for-business-web-scheduler-3b24a211-6470-4a2d-81b7-22d9399d0fec?ui=en-us&rs=en-us&ad=us>

The web scheduler form allows you to create a Skype “Join Meeting” link and instructions that you can cut and paste into your regular meeting invites.