

How to set up and accept a Skype meeting on your personal computer in Outlook web access

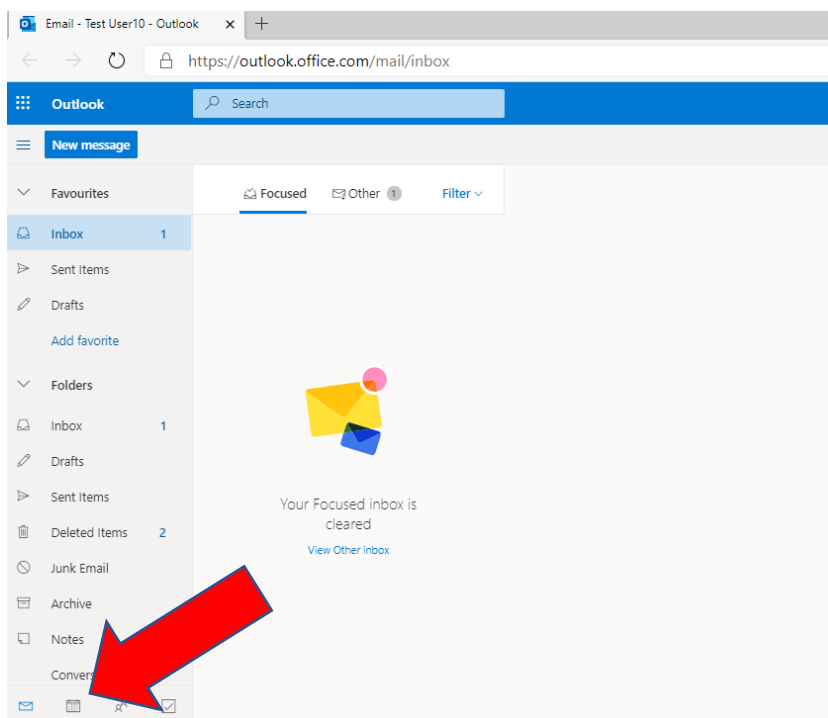
You can use Skype on your personal computer. Before you can do this, you need to set up [Outlook web access](#) and [multi factor identification \(MFA\)](#). If you've already set up MFA to use Outlook on your personal devices, you don't need to do it again.

[How to set up a Skype meeting](#)
[How to join a Skype meeting](#)

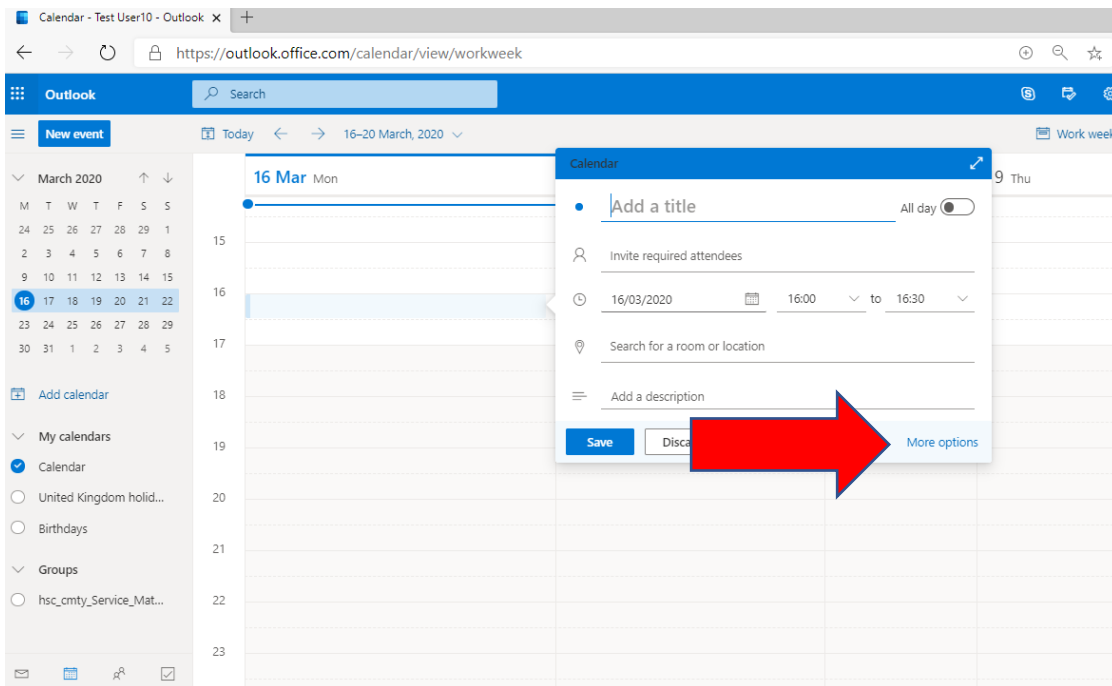
How to set up a Skype meeting

1) Once you've set up Outlook web access, go to www.outlook.office.com in a modern web browser, login if you're asked to. Add your email address using the employee number instead of your name such as 1234567@edinburgh.gov.uk instead of joe.bloggs@edinburgh.gov.uk, and use the password you use to sign into your work computer.

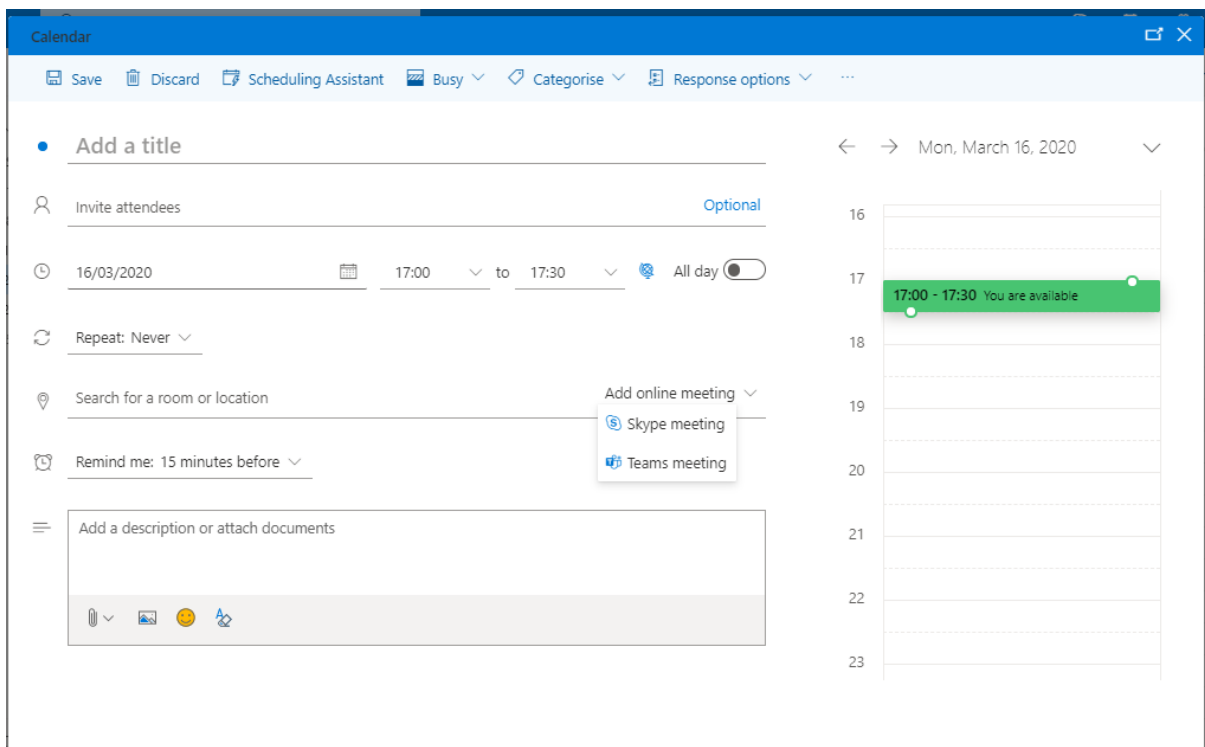
2) Click on calendar, bottom left



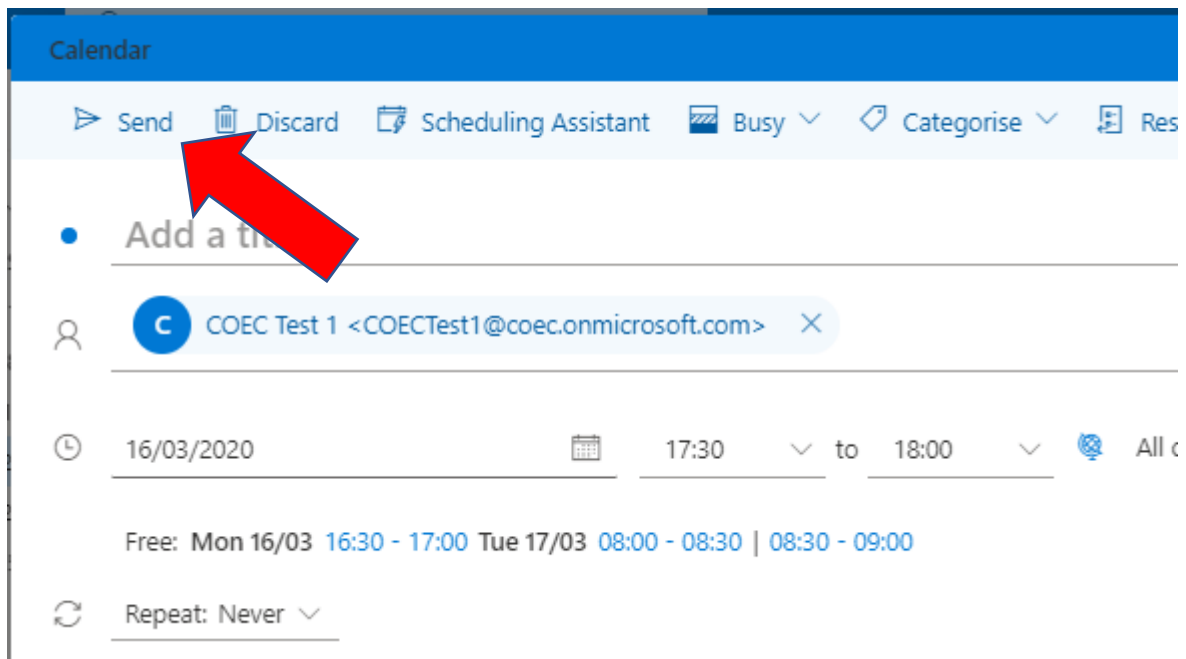
- 3) Click on your calendar to select a time when you want to hold a Skype meeting. The dialogue box, below, will appear. Click **More options**



- 4) In the dialogue box that appears, add title, attendees, time etc., as needed. Then click **Add online meeting**. Next click on **Skype meeting**.

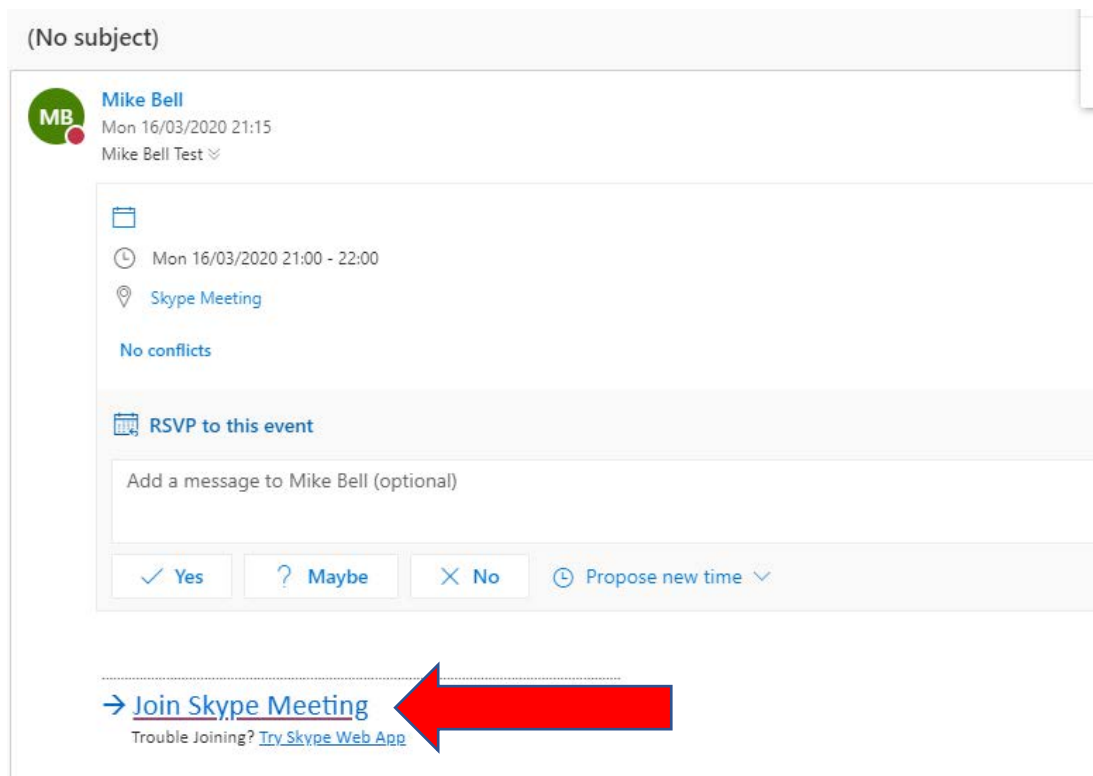


5) And finally, click **Send**. That's your meeting set up.

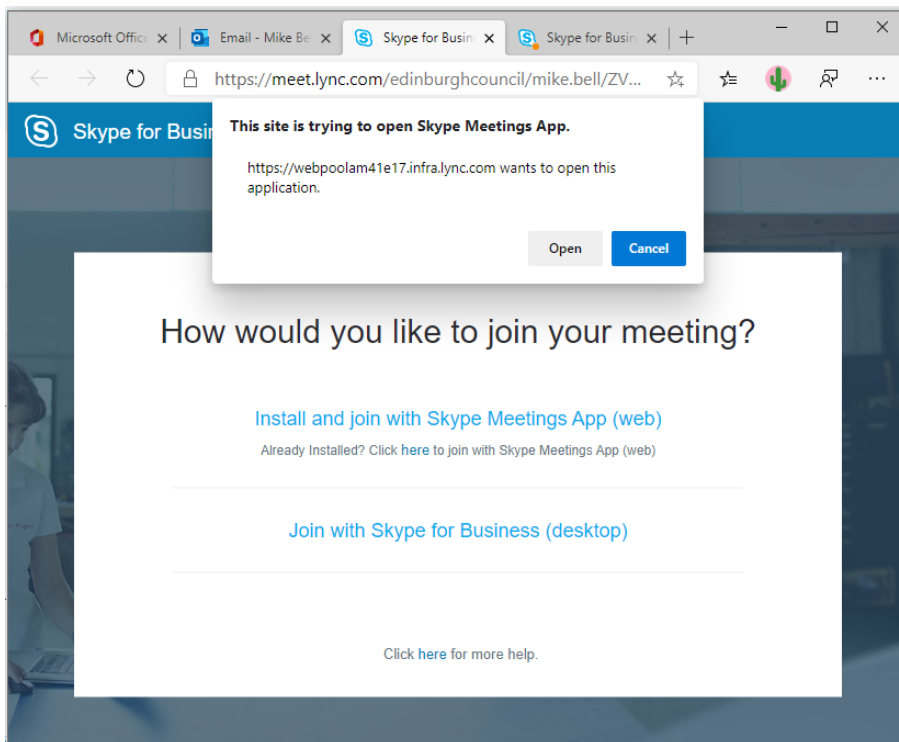


How to join a Skype meeting

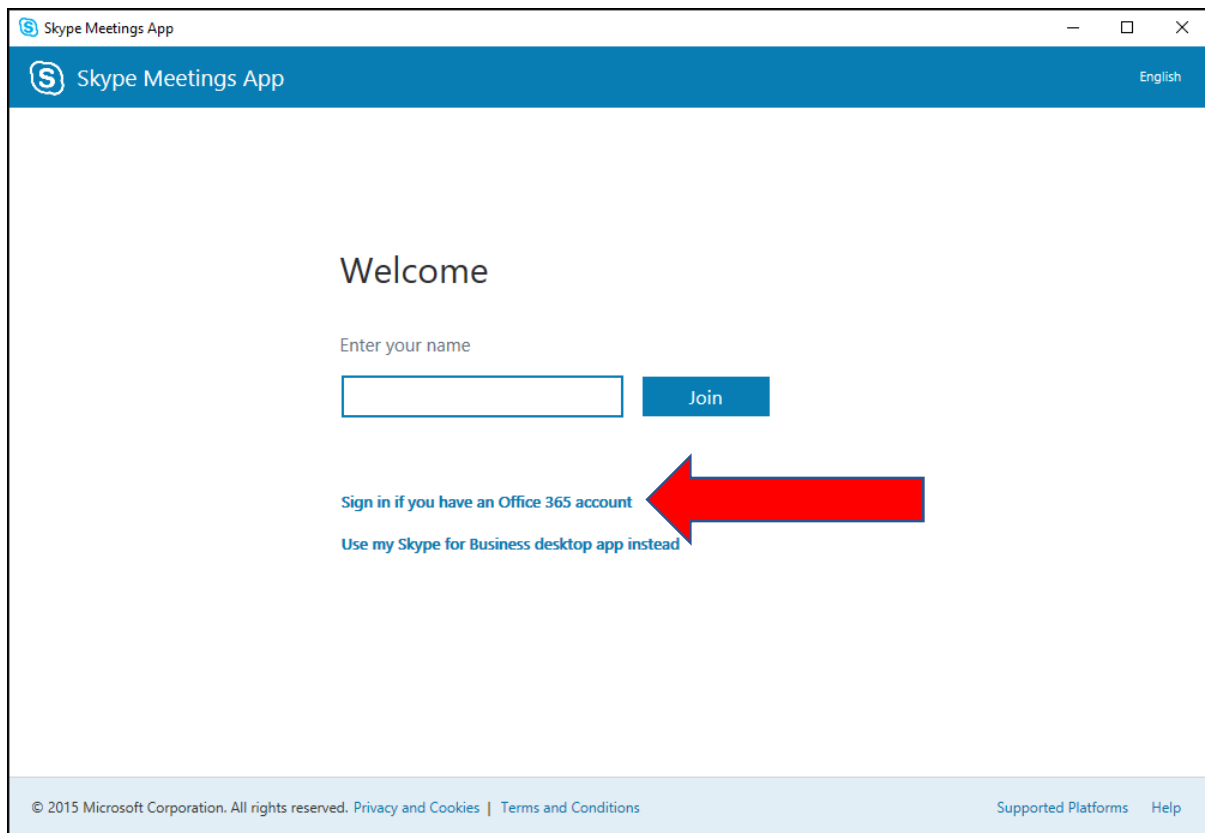
6) Click **Join Skype Meeting**



7) A page with a dialogue box on top of it will open. Click **Open** on the dialogue box.



8) The Skype meetings app will open:



9) Click **Sign in if you have an Office 365 account**.

10) Go through the sign in process using your email address with your employee number instead of your name (such as 1234567@edinburgh.gov.uk) and the password you use to sign in to your work computer.

11) The Skype meetings app should now open meaning you have joined the meeting.

Further information

You can find more details and training guides on the [Skype meetings app page](#).