Skype for Business - How to start a meeting with a person not in the OSU directory

1. Click the "Find Someone" search bar and begin typing their Skype username, email address, or phone number.
2. Click the "Skype Directory" button underneath the search bar to allow you to view all Skype users.
3. Once the user has been located, double-click their name. A message will pop up asking you to add the user to your contact list. Click "Add."
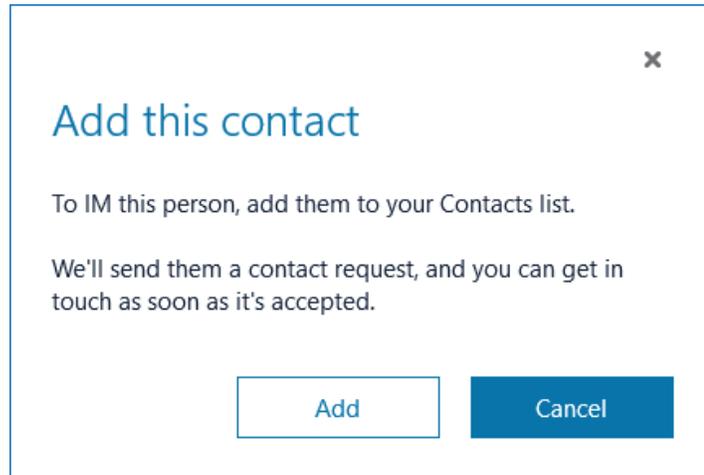
4. They will now be added to Contacts under the group "Other Contacts." They will need to accept the contact request in order to continue.
5. Click the Calendar Icon from the menu bar.

6. Click "Meet Now." You may be asked about joining the meeting with audio, select the appropriate option and click "OK."
7. A conversation will now open, click the Add Participants icon in the top right.

8. Type the Skype username, email address, or phone number of the people you'd like to add and click OK.