Skype and Outlook are tightly integrated, which means you will want to pay close attention to your options for delegation and permissions within Outlook and Skype.

##### **Definitions**

**Outlook Calendar Editor:** a person who can schedule Outlook meetings on behalf of another. Outlook Calendar Editors cannot schedule Online Meetings on behalf of others.

**Outlook Delegate:** a person who can receive and respond to email messages and meeting requests and responses on behalf of another. Outlook delegates can schedule Online Meetings.

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|  | Outlook Calendar Editor (Permissions) | Outlook Delegate  (Account Options) |
| Manage email on your behalf | 🗶 | ✓ |
| Schedule Outlook Meeting on your behalf | ✓ | ✓ |
| Schedule Online Meeting on your behalf | 🗶 | ✓ |
| Schedule Meet Now on your behalf | 🗶 | ✓ |
| Make or receive calls on your behalf | 🗶 | ✓ |

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| --- | --- | --- |
| **Options for Scheduling an Online Meeting** | | |
| Recommended Option: Set-up someone as a delegate to schedule Online Meetings on your behalf | | |
| Delegator or Meeting Owner sets-up the scheduler  as a delegate.   1. In Outlook, go to **File > Info>  Account Settings**. 2. Select **Delegate Access.** 3. **Add** the delegate, and select permissions.   Delegate settings could take up to 24 hours to take effect. Watch for the notification in Skype, which looks like the image below: |  | |
| **Alternate Option:**  **Allow someone else to schedule meetings on your behalf (people, rooms). You convert the meeting to a Skype Meeting, and send updated meeting invite.** | | |
| The Meeting Owner sets-up the scheduler as a Calendar Editor  in Outlook.   1. In Outlook, right-click on your **Calendar folder.** 2. Choose **Properties > Permissions.** 3. **Add** the scheduler, and select permissions.   The Meeting Owner converts the invite to an Online Meeting:   1. **Open** the meeting invite. 2. Click the **Skype Meeting** button in the invitation.   **Send** the updated meeting invite. | |  |
| Meet Now as a Delegate  You can start a Meet Now meeting as a delegate.   1. Click **Meet Now** on the main window menu bar. 2. To start the meeting, click the name of the person who has given you delegate access. 3. Pause on the people menu in the meeting to invite participants. 4. Invitees receive an alert that notifies them of a meeting request. | | Screen shot of starting a Meet Now meeting as a delegate |