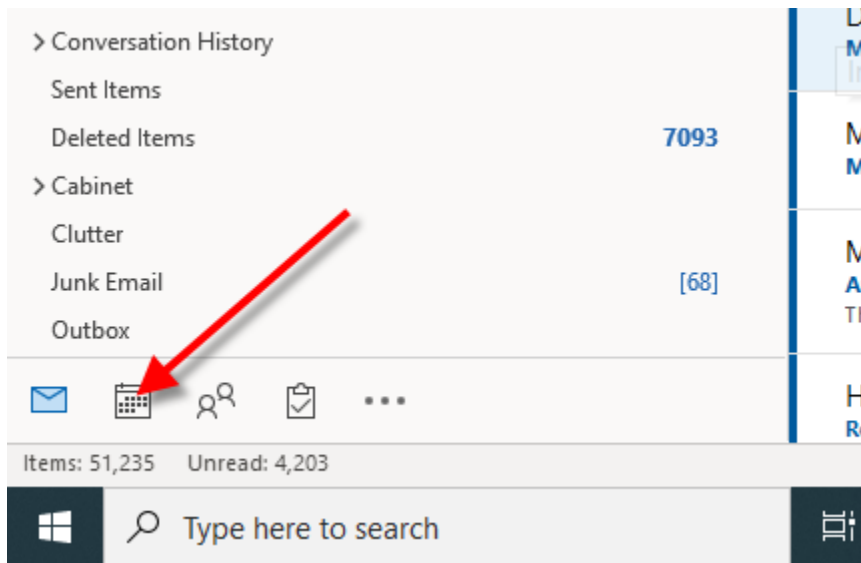
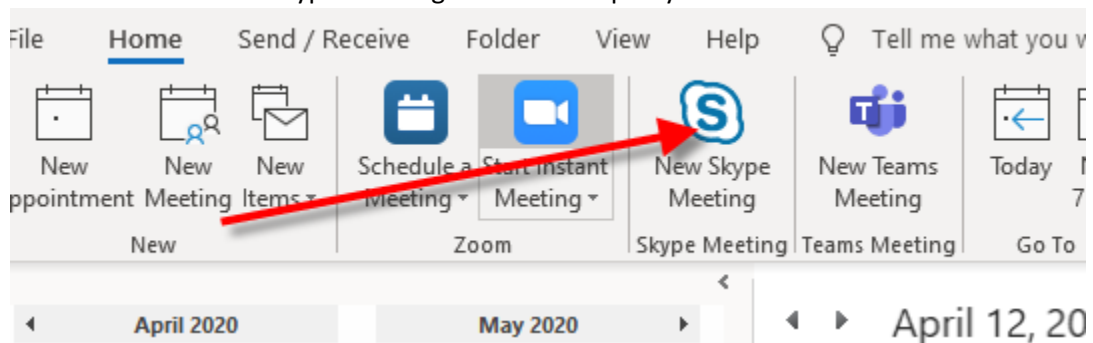


Best Practices for Creating a Skype Meeting

1. Open up Outlook and left-click on the calendar icon in the bottom left corner:



2. Left-click on the New Skype Meeting icon at the top of your screen:



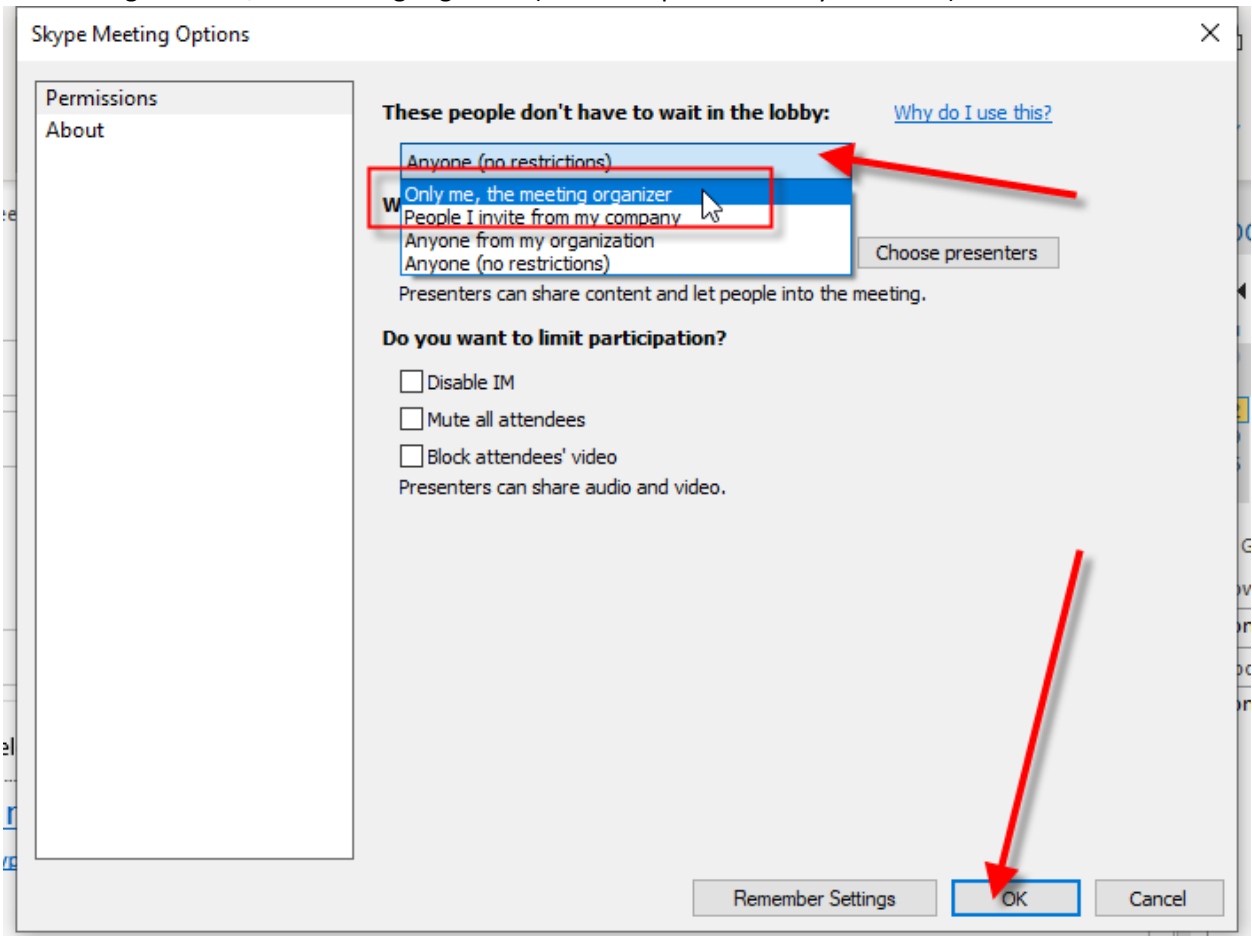
3. Create the meeting appointment:

The screenshot shows the Outlook 'Invited Event' window for a meeting titled 'Judge Smith Virtual Courtroom'. The ribbon includes 'File', 'Invited Event', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', 'Help', and 'Tell me what you want to do'. The 'Invited Event' ribbon has several groups: 'Actions' (Delete), 'Zoom' (Schedule a Meeting), 'Skype Meeting' (Join Skype Meeting, Meeting Options), 'Teams Meeting' (Teams Meeting), 'Meeting No...' (Meeting Notes), 'Attendees' (Cancel Invitation), and 'Options' (Free, Recurrence, 0.5 days). A message at the top states: 'You haven't sent this meeting invitation yet.' The 'Send' button is on the left. The 'Title' field is 'Judge Smith Virtual Courtroom'. The 'Required' and 'Optional' buttons are visible. The 'Start time' is 'Sun 4/12/2020' at '12:00 AM', and the 'End time' is 'Sun 4/12/2020' at '12:00 AM'. The 'All day' checkbox is checked, and the 'Time zones' checkbox is unchecked. The 'Location' is 'Skype Meeting'. A red arrow points to the 'All day' checkbox, and a blue speech bubble contains the text 'Add whatever text you want'. Below the meeting details, a text box contains the message: 'Please click on the link below to join Judge Smith's virtual courtroom:'. Below this is a blue link: 'Join Skype Meeting'. At the bottom, there is a link for 'Help' and a note: 'Trouble Joining? Try Skype Web App'.

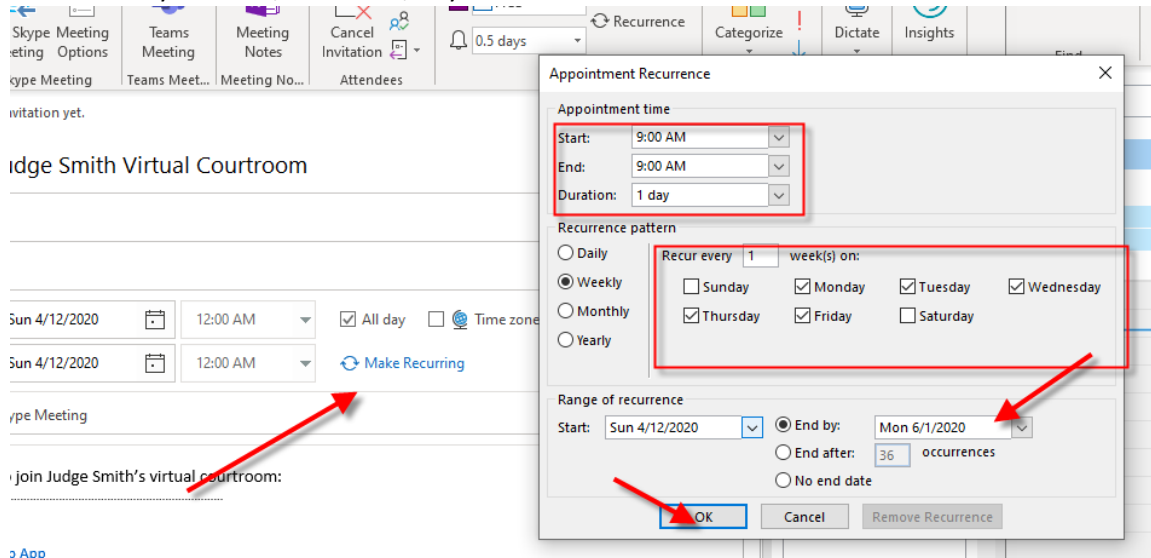
4. Optional (for sealed hearings): Left-click on the Meeting Options icon at the top of the screen:

This is a close-up screenshot of the Outlook ribbon, specifically the 'Invited Event' group. A red arrow points to the 'Meeting Options' icon, which is represented by a document with a magnifying glass. The ribbon also shows 'Delete', 'Schedule a Meeting', and 'Join Skype Meeting' icons.

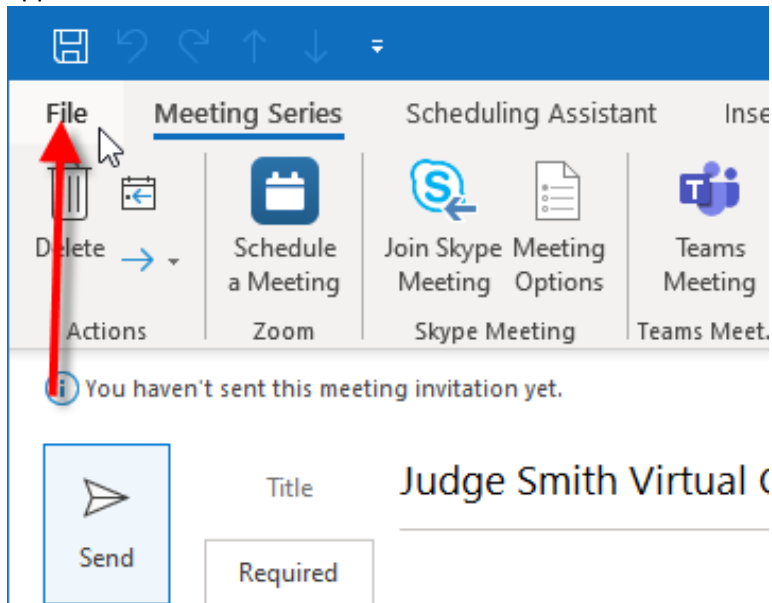
- a. Change the These people don't have to wait in the lobby to Only me or anyone in my organization, the meeting organizer (or other option should you desire.)



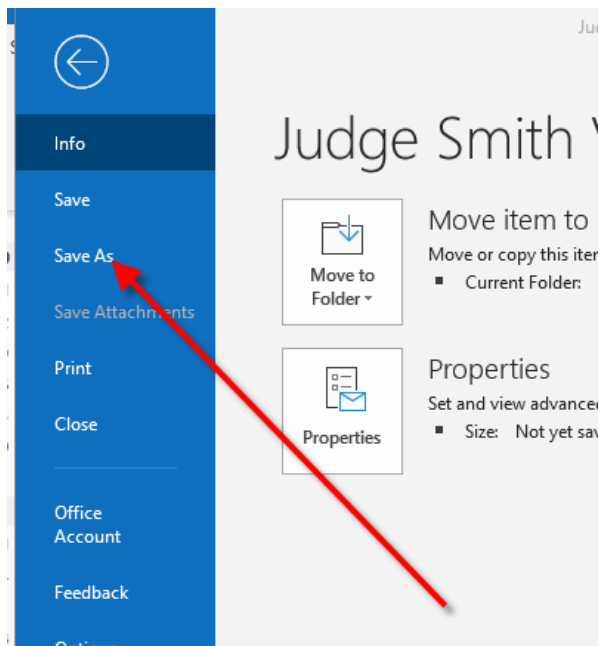
5. Optional: If you want to have the meeting reoccur every day M-F, click on the Make Recurring text and set your start/end times, days of the week and end time. Click OK:



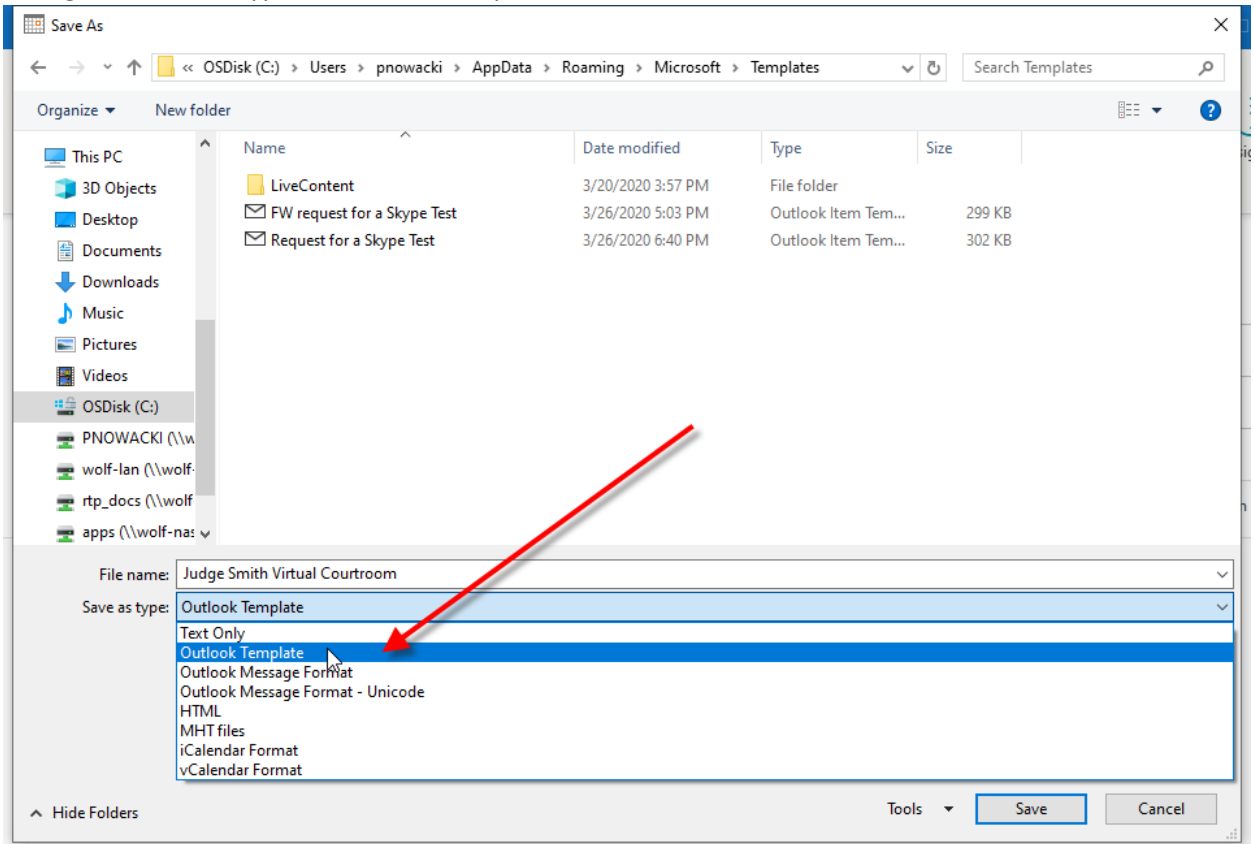
6. Save the file as an Outlook template: Left-click on the File menu in the top left corner of your appointment:



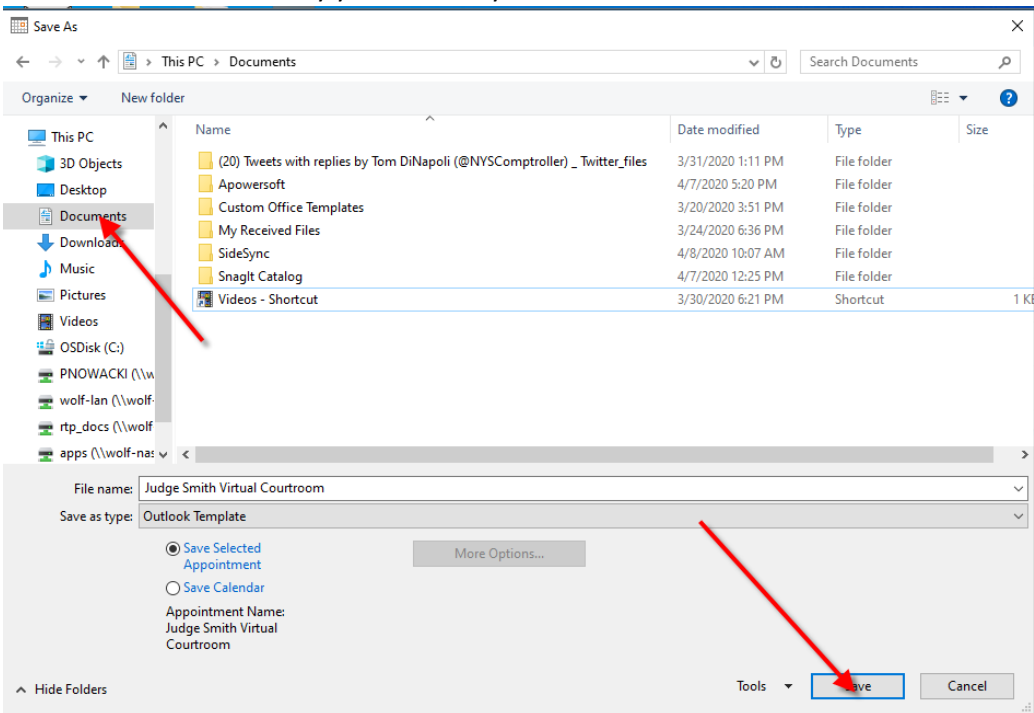
7. Left-click on the Save As text:



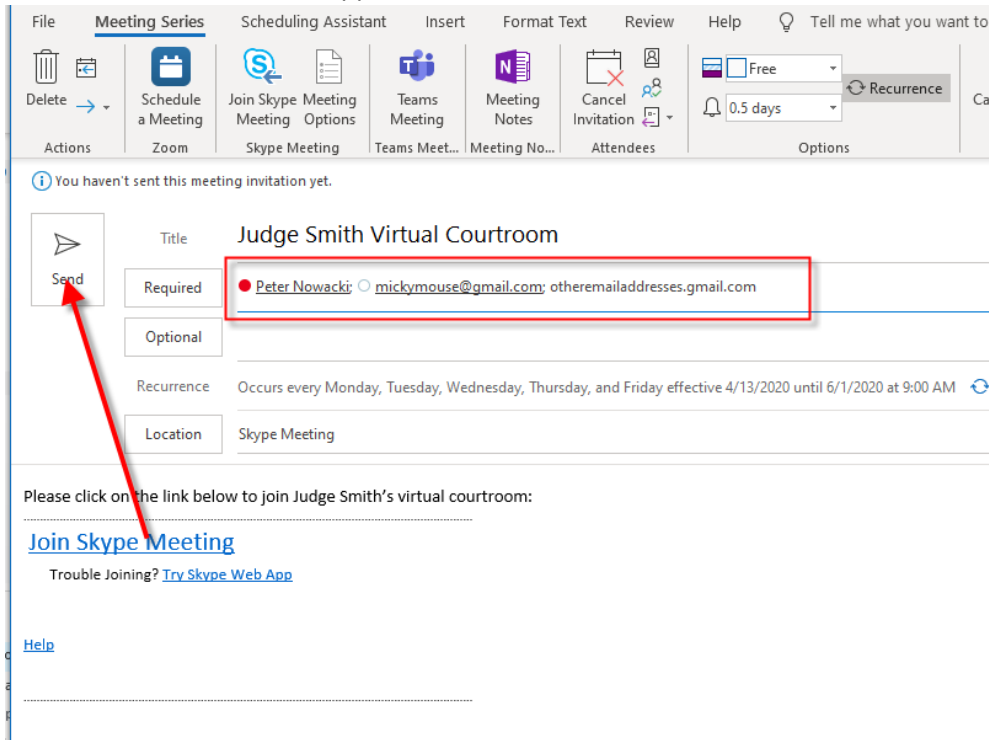
8. Change the Save as type: to Outlook Template:



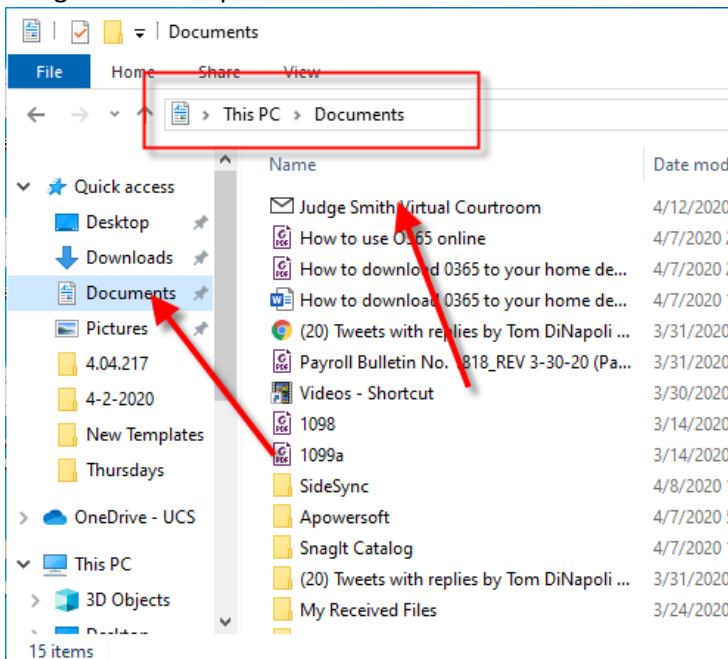
9. Save location to a directory you have easy access to and Save:



10. Add addresses to send the appointment to and left-click the Send Icon:



11. For all future emails, simply double-click on the template shortcut in your storage directory using Windows Explorer:



12. Fill out the email addresses you want to send the appointment to and left-click send:

The screenshot shows the Outlook 'Meeting Series' window. The ribbon includes 'File', 'Meeting Series', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Send' button is highlighted with a red arrow. The 'Required' field contains the email addresses: bgates@microsoft.com; dtrump@whitehouse.gov; etc@gmail.com. The title is 'Judge Smith Virtual Courtroom'. The 'Recurrence' section shows 'Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 4/13/2020 until 6/1/2020 at 9:00 AM'. The 'Location' is 'Skype Meeting'.

Please click on the link below to join Judge Smith's virtual courtroom:

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

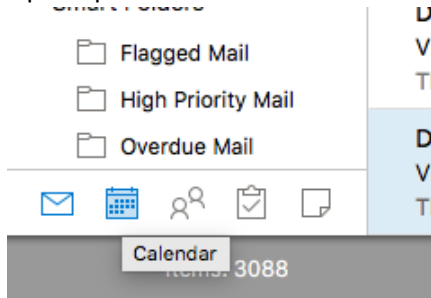
[Help](#)

Meeting Setup for Mac

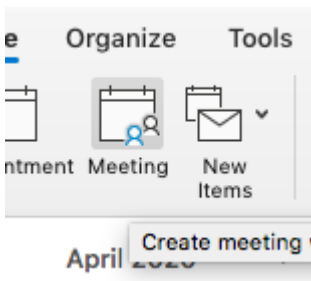
1. Before starting, make sure Outlook is installed and not using Outlook on the Web. If it is not installed go to the AppStore and look for Microsoft Outlook. Should be free to download and just say "Get". If it says "Open" it is already installed.



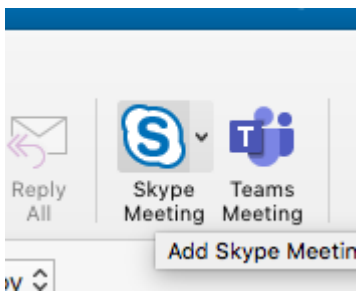
2. Open up Outlook and left-click on the calendar icon in the bottom left corner:



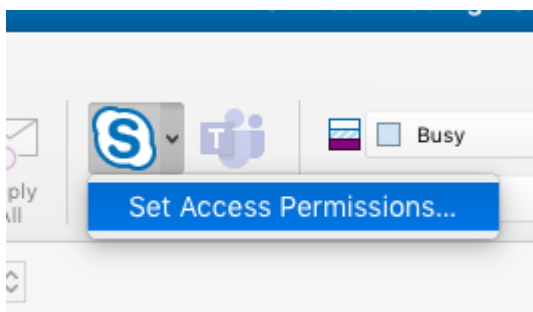
3. Left-click on the Meeting icon at the top left of your screen:



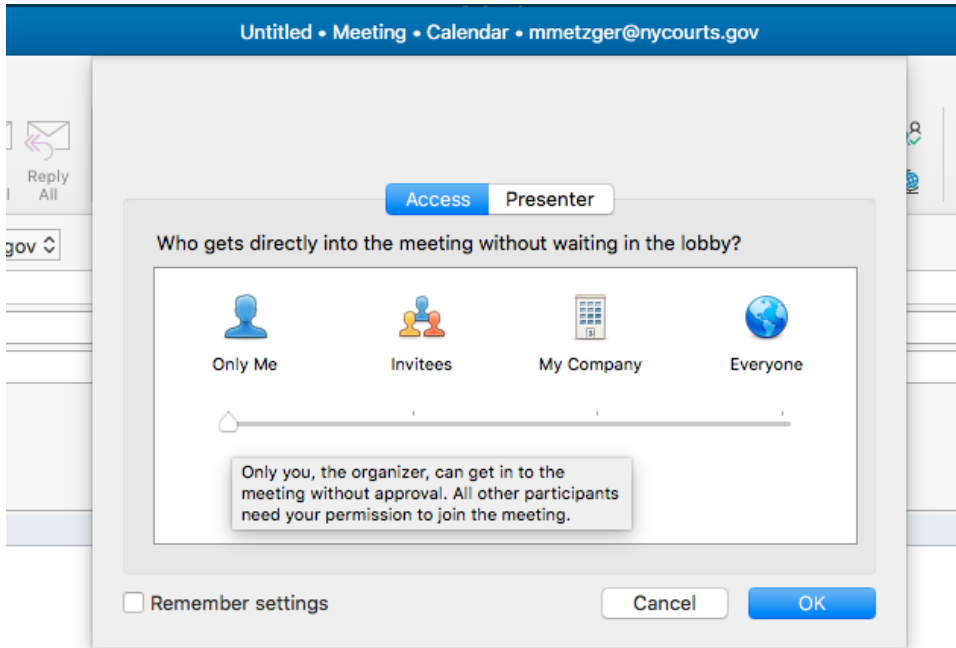
4. Left-click on Skype Meeting icon:



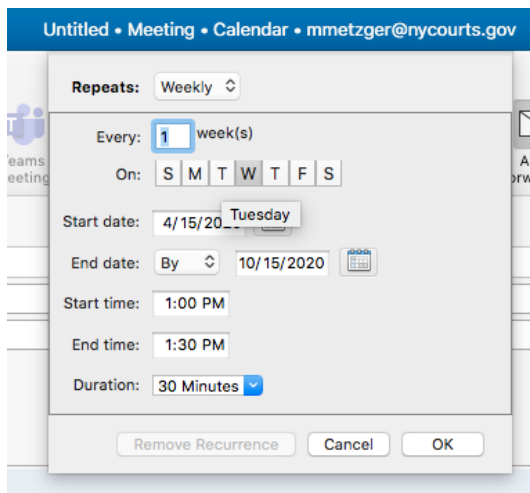
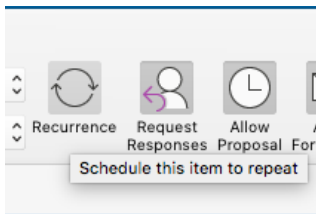
5. Then left-click on the down arrow next to the Skype Meeting button. And select "Set Access Permissions":



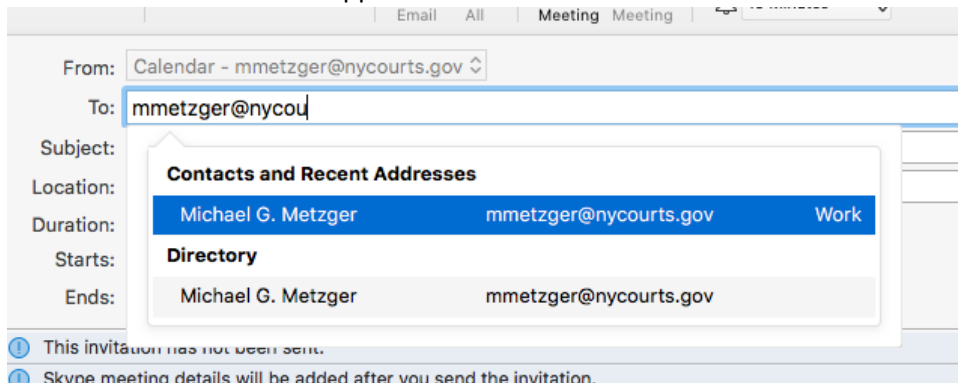
6. Optional for sealed hearings: You'll see a drop down window open up with a slider control. Slide that control to "Only Me":



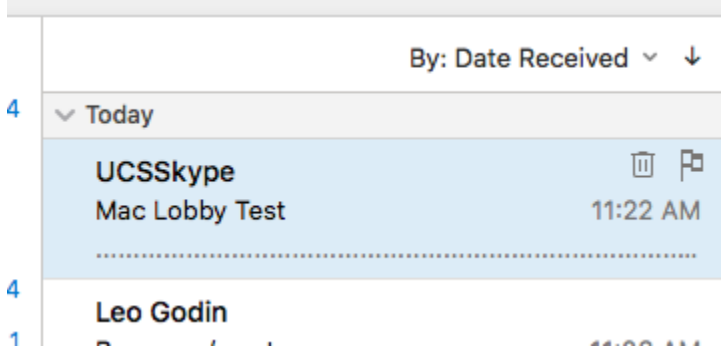
7. Optional: If you want to have the meeting reoccur every day M-F, click on the "Recurrence" option and set your start/end times, days of the week and end time. Click OK:



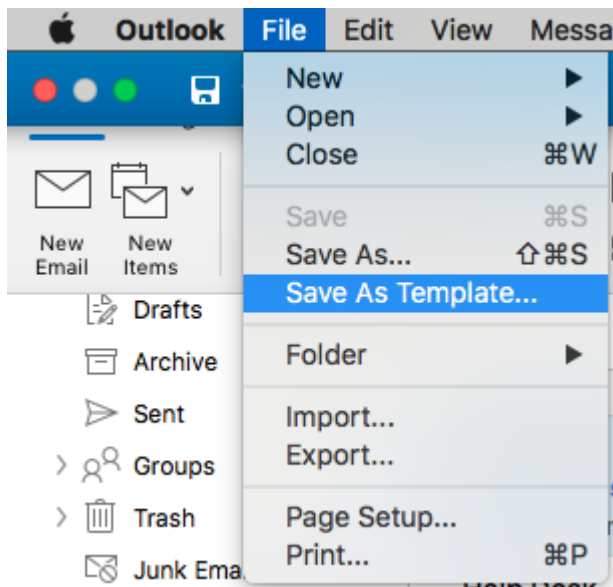
8. Add addresses to send the appointment to and left-click the Send Icon:



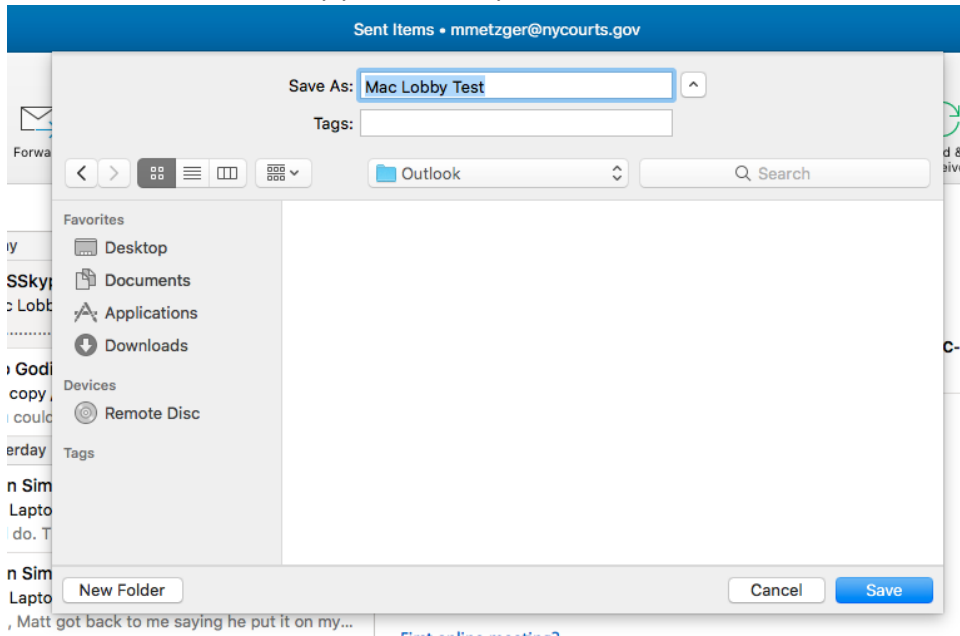
9. To save the Meeting as a template, find and select the Email you sent out.



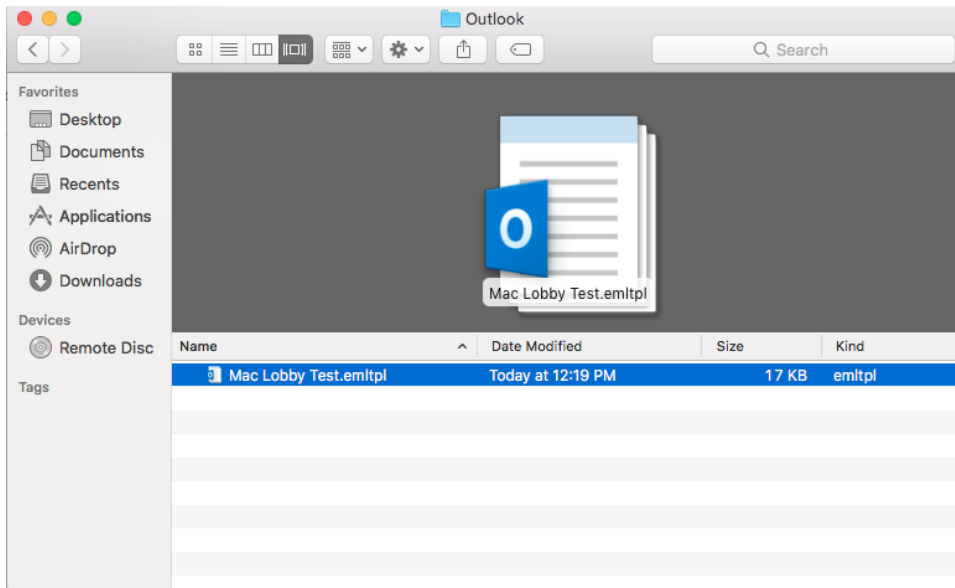
10. Then click "File" and "Save as Template":



11. Save location to a directory you have easy access to and Save:



12. For all future emails, simply double-click on the template shortcut in your storage directory using Finder:



13. Fill out the email addresses you want to send the appointment to and left-click send:

From: Calendar - mmetzger@nycourts.gov

To: mmetzger@nycou

Subject:

Location:

Duration:

Starts:

Ends:

This invitation has not been sent.

Contacts and Recent Addresses

Michael G. Metzger	mmetzger@nycourts.gov	Work
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Directory

Michael G. Metzger	mmetzger@nycourts.gov
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