

How to create and host a meeting on Skype for Business

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How to create and host a meeting on Skype for Business:

1. You will need the Outlook app or access Outlook through mymcneese > Office365 > Outlook, to add, edit or cancel a meeting.
 2. To create and host a meeting in Skype for Business view video: <https://www.dummies.com/software/microsoft-office/schedule-skype-meeting/>
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