

Creating Video Meeting Links in MS Office Tools

Outlook (Desktop Version)

Skype for Business does not require the use of usernames to connect calls. Instead you generate a meeting link that can be opened by anyone you send the link to. If you have a personal Skype for Business account that you access with your UNB email address, please change the email address associated with that account to a private email before completing the steps below.

If you have the desktop version of MS Outlook installed on your computer creating a Skype for Business or MS Teams Meeting link can be done using the following steps:

1. Open the desktop app for Outlook
2. Open the calendar, select the date and time for your meeting and either double click on the calendar or select New Appointment from the menu
3. Enter the Subject and Location in the event window that pops up as you normally would
4. Click Invite Attendees, the UNB directory will populate allowing you to add anyone with an @unb email address however you can also add the email address of anyone outside UNB as well
5. Then look for the Skype Meeting Link in the task ribbon to generate a meeting link that all participants can log-in to, the location of the Skype Meeting link button varies from version to version, but you should see it in your ribbon. Depending on your version of Outlook you may also have the ability to select a MS Teams meeting link as well
6. Send the invitation and participants will receive a standard meeting invitation that includes a link to join a Skype for Business or Teams meeting (depending on what you selected)

Note: these meeting links are not actually linked to the dates and times of the calendar event they are associated with. We recommend that participants log into the meeting a day or two early using the equipment they plan to use to ensure that their computer, microphone, and web camera are all working with the system. When sending these links to external participants please ask them to do so as well so there is an opportunity to trouble shoot hardware issues before the meeting begins.

Outlook (Web Version)

Skype for Business does not require the use of usernames to connect calls. Instead you generate a meeting link that can be opened by anyone you send the link to. If you have a personal Skype for Business account that you access with your UNB email address, please change the email address associated with that account to a private email before completing the steps below.

If you don't have the desktop version of MS Outlook installed on your computer, or you are working on a mobile device or a loaner computer creating a Skype for Business or MS Teams Meeting link can be done in the Outlook Web App using the following steps:

1. Log into myunb.ca
2. Click on the Email link in the box labeled Email on the left side of the screen
3. Click on the calendar icon on the bottom left corner to open your Outlook calendar
4. Click New Event
5. Enter the title, names or email address of attendees, date, start time, end time, and the location.
6. Enter the physical location of the meeting (if there is one) and then click Add online meeting, and select either a Skype or Teams meeting
7. Enter your reminder preference
8. Add any description or upload documents
9. Click Send

Note: these meeting links are not actually linked to the dates and times of the calendar event they are associated with. We recommend that participants log into the meeting a day or two early using the equipment they plan to use to ensure that their computer, microphone, and web camera are all working with the system. When sending these links to external participants please ask them to do so as well so there is an opportunity to trouble shoot hardware issues before the meeting begins.

MS Teams

Creating a Video Meeting Link in MS Teams is quick and easy and can be done in a couple of ways. Meeting links can be sent to Team members, posted on Team Channels and can be accessed by guest members as well.

Using the Calendar

1. Open Teams and select Calendar from the left side navbar
2. Two options appear on the top right, Meet Now and New Meeting:
 - a. The Meet Now* button will open a video link and provide you a space to invite others into the call
 - i. Use the buttons below your picture to turn the camera on if required, and click the settings button if you would like to use external microphone and speakers
 - ii. Click the Join Now button to enter the call
 - iii. Once you are connected and enter the meeting room you will see that you are the only participant, enter the names of participants in the panel on the left, or click the copy icon to paste the meeting link URL to your clipboard and send the link to an external participant via email or some other digital means
 - iv. When the call is complete click the phone icon to disconnect and leave the call
 - b. New Meeting will open a window to allow you to select the date, time and participants for a meeting at a later date
 - i. Enter the Meeting Title
 - ii. Enter the meeting location (only required if you have local participants meeting in the same location)
 - iii. Enter the start and end dates and times
 - iv. Enter the details of the meeting if required
 - v. Use the Select a Channel to Meet In option if you would like to have a notice posted on a Channel for a Team, this will not provide email or calendar notices to participants however
 - vi. Use the Invite People section to enter the names or email address of the people you would like to participate. This will generate an calendar invite in participant's calendars.
 - vii. Click Schedule

*The Meet Now button can be found elsewhere in teams as a quick way to connect with Team members, it appears on all of the chat screens throughout the system just look for the video camera icon.