

Microsoft Skype for Business Meeting not appearing in Outlook

الألمانية الأردنية
German Jordanian University

الجامعة الألمانية الأردنية
German Jordanian University

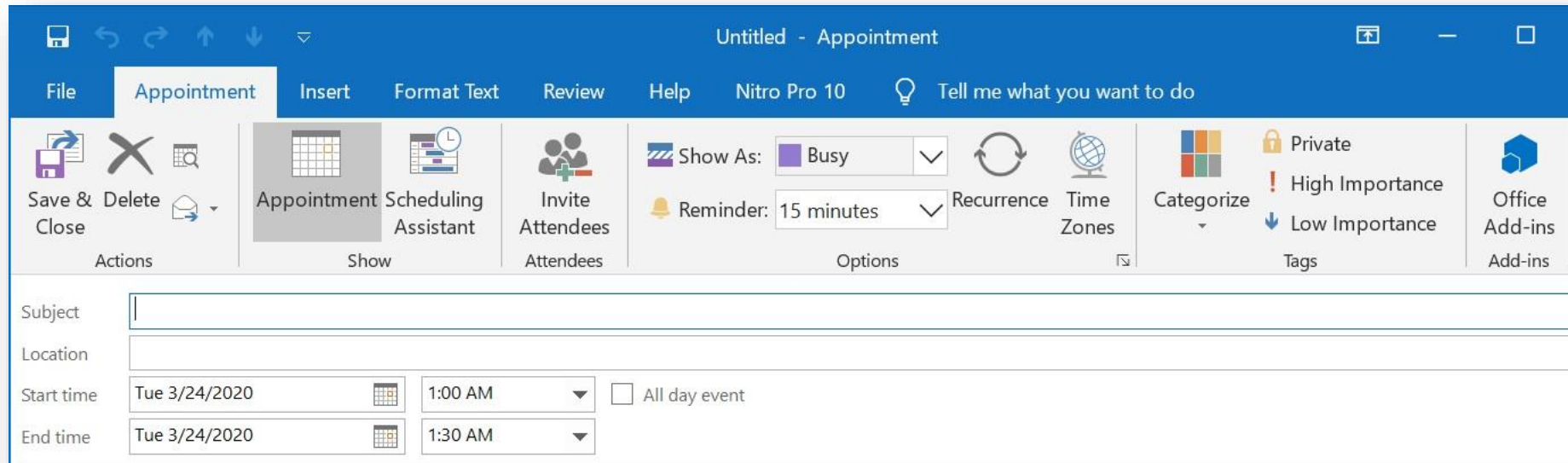
الجامعة الألمانية
German Jordanian University

Microsoft Skype Meeting add-in

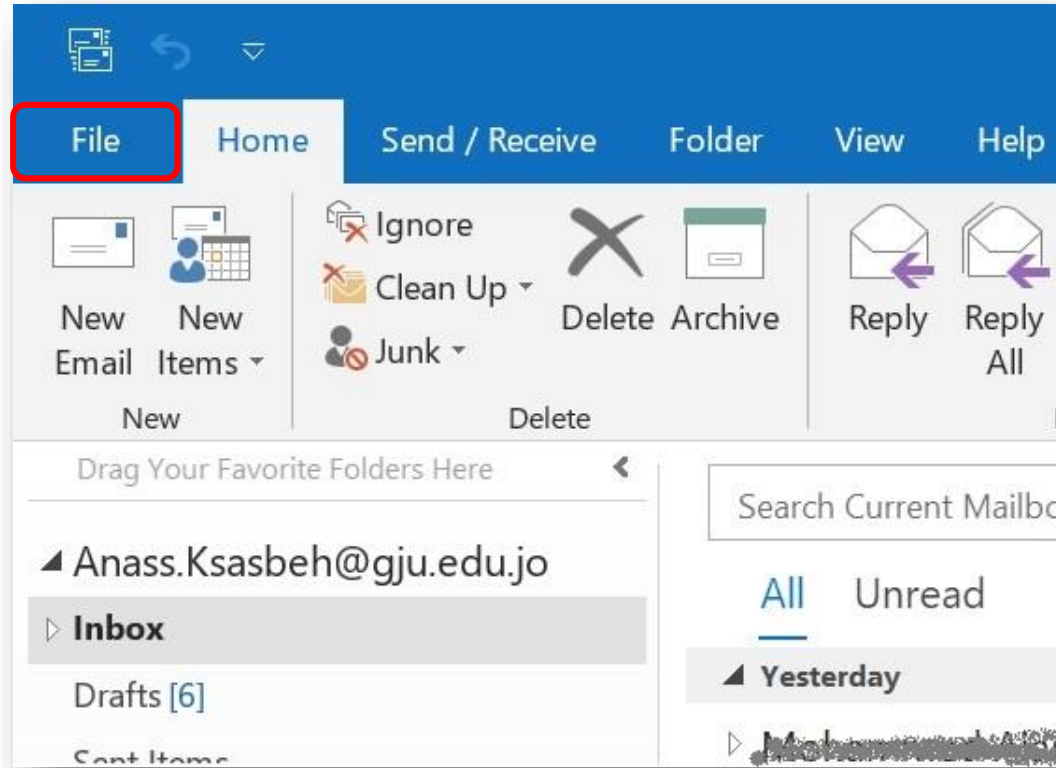
The Skype Meeting add-in lets users schedule a Skype meeting from Outlook. The add-in is available for Outlook on Windows, Mac, web, and mobile.

The Skype Meeting add-in is automatically installed for users who have Microsoft Skype for Business and either Office 365 or Office 2016 installed on their Windows PC. Users will see the Skype Meeting add-in on the Outlook Calendar ribbon.

The issue: Microsoft Skype Meeting not appearing in Outlook



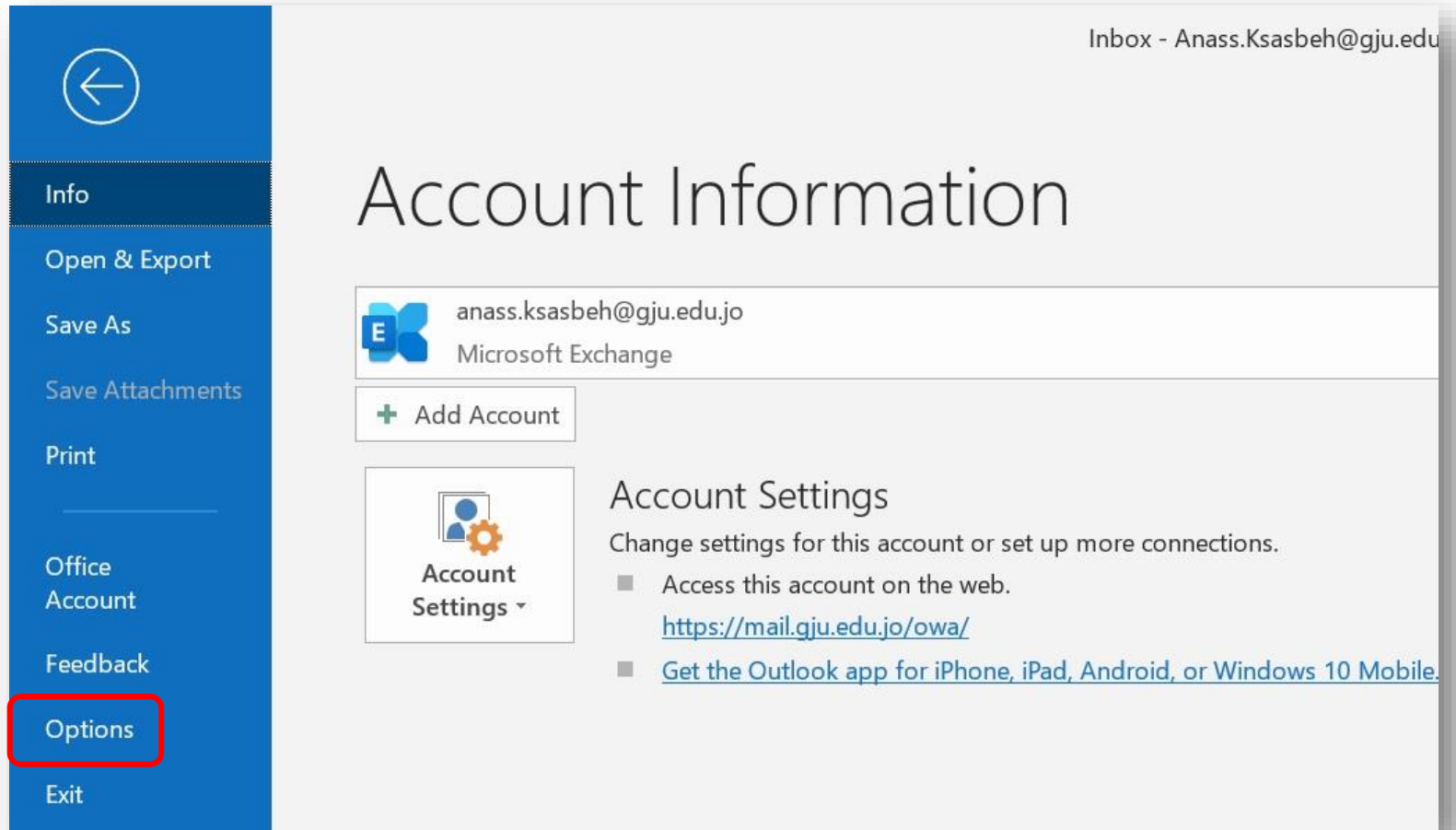
How to fix?



Step 1: Please make sure that you've successfully installed Skype for Business App on your computer.

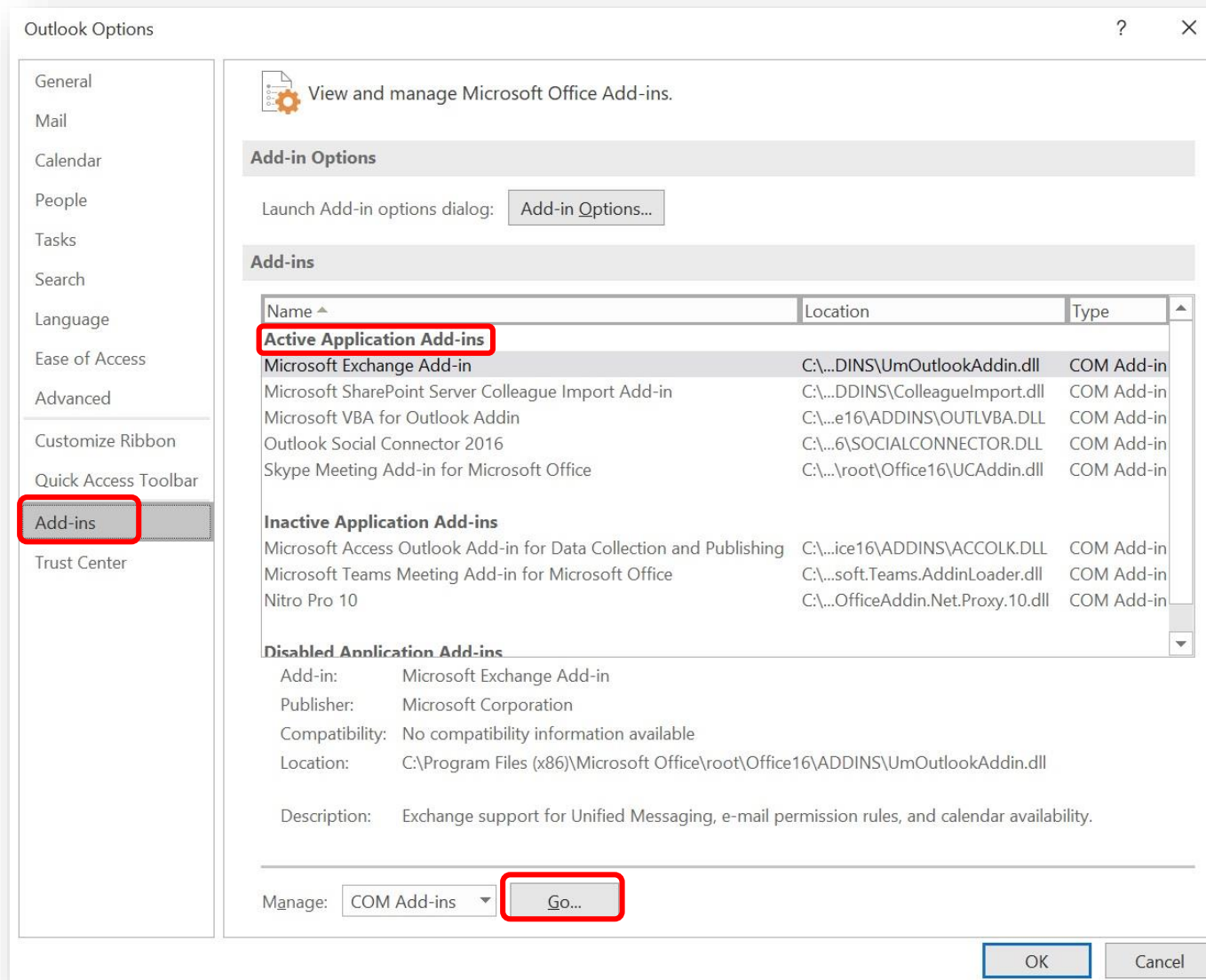
Step 2: Open Outlook and click on File

How to fix? Cont.



Step3: In this Windows click on Options

How to fix? Cont.

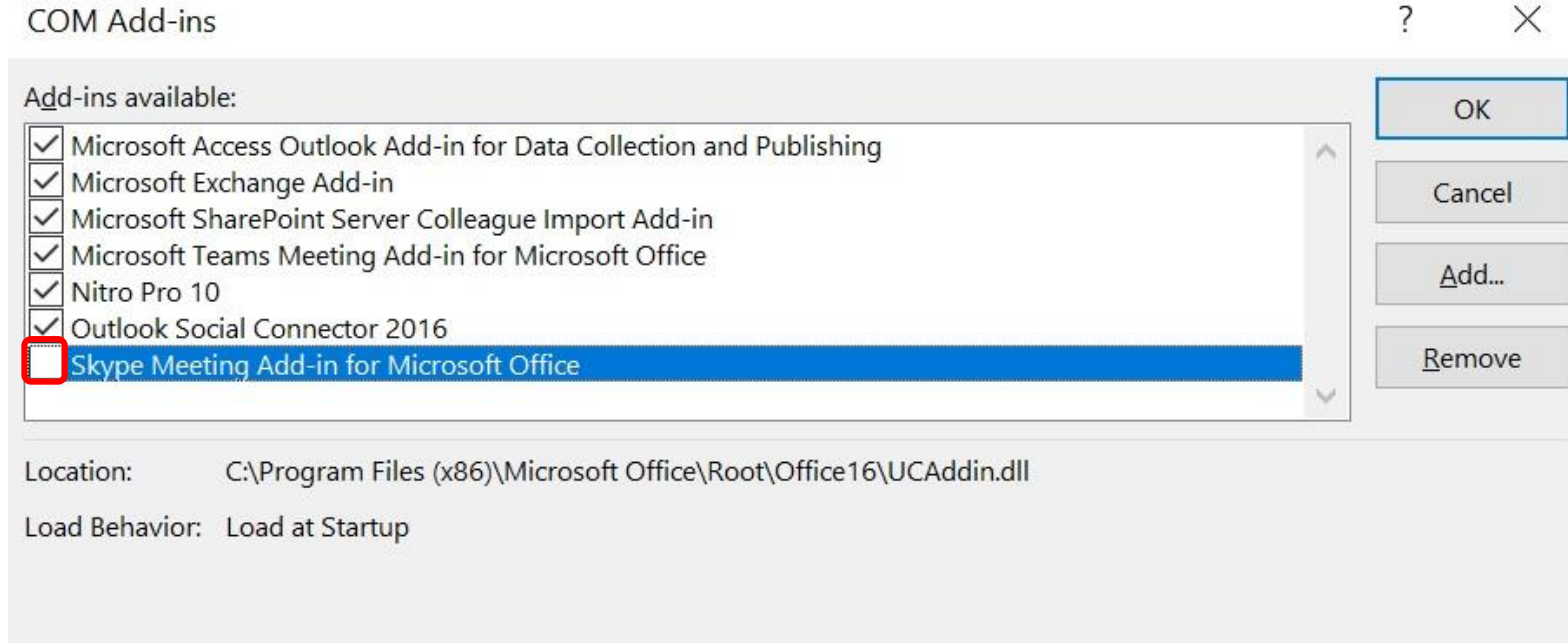


Step 4: From the Options left pane, select the Add-ins tab.

Check whether if Skype Meeting Add-in for Microsoft Office is listed in the Active Application Add-ins list.

If not, click on Go... button to activate Add-ins

How to fix? Cont.

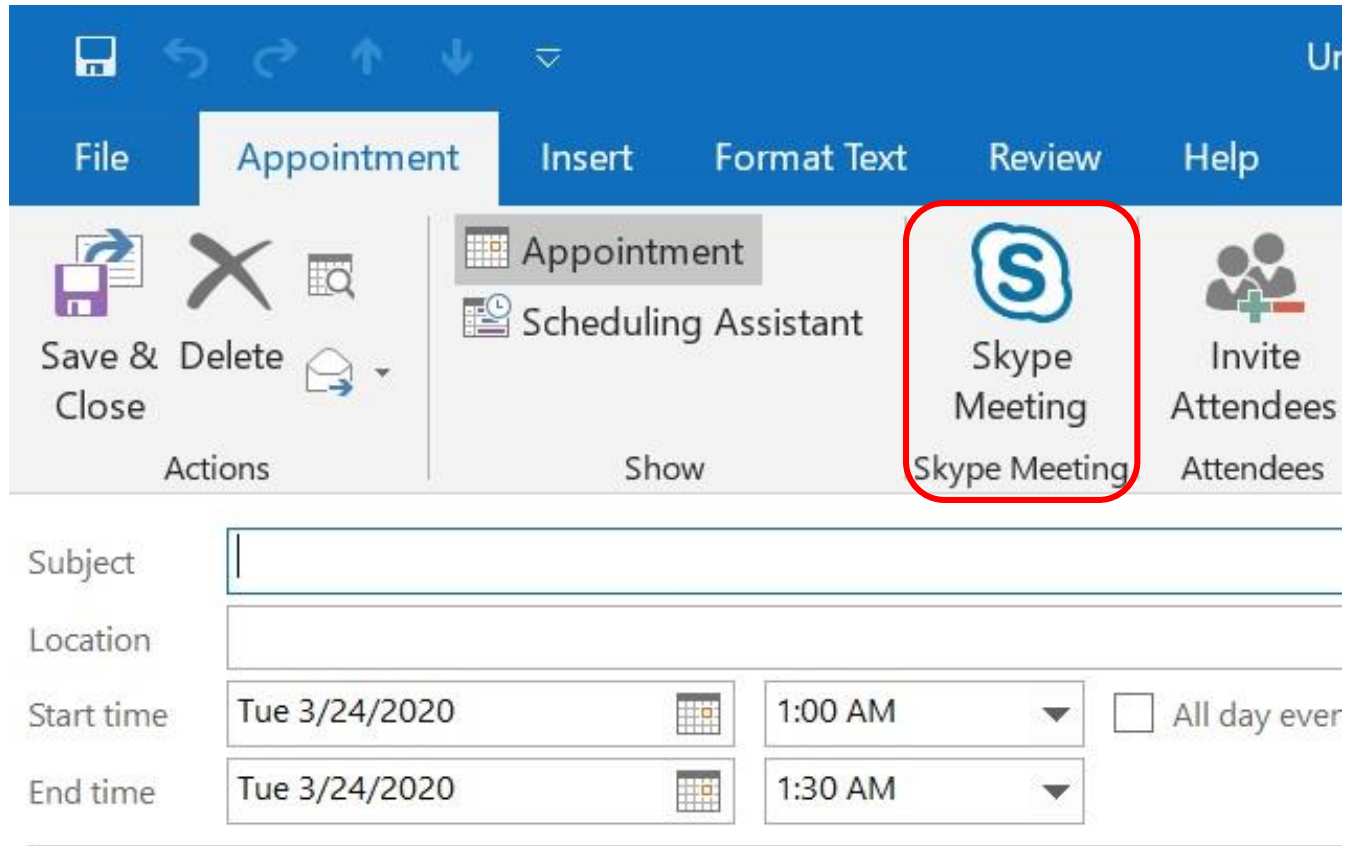


Step 5: Enable Skype Meeting Add-in for Microsoft Office by clicking the Check box.

Click OK to save the changes.

Restart Skype for Business App then restart Outlook.


How to fix? Cont.



After restarting Skype for Business App and Outlook. Skype Meeting will appear on the Outlook Calendar ribbon.

Other solutions to consider

- Install Skype for Business app as an administrator. This is required to install the add-in on your computer that requires administrator permission.
- Run Outlook in normal user mode. Don't run Outlook as an administrator as this can interfere with identifying registered COM add-ins.
- Make sure you first download Skype for Business desktop app, run it, and then sign in at least once.
- Restart Skype for Business desktop App and then restart Outlook.



Let's Work Together!

