

Accessing Skype Lessons



There are 4 different methods! Find the one that works best for you!

Teachers are sending invites to students (and reminders) – these show up on their ooblemail inbox and calendar.

1. With ooblemail open you can click here on the link in the email

A screenshot of an email from Rebecca O'Dell. The subject is 'Online Geography skype lesson.' The email body contains the following text: 'Good Morning Everyone, Now that we have a new timetable, your Geography Lessons will take place every Monday from 11:00-12:00. [Join online meeting](#) These lessons will be a valuable learning opportunity and will be a chance for you to ask any questions about work that has been set for the week. I will upload a recording of the lesson for those of you who are unable to attend. Please follow this link 11 am to join the lesson. Please remember to have microphones off and to be in a communal area of your house if you have your cameras on.' The link 'Join online meeting' is circled in red.

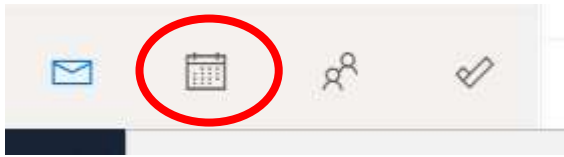
2. On an invite that looks like the below – click YES to accept the invitation and the link is also here

A screenshot of a calendar event RSVP screen. The event is titled 'Y8 Geography Skype lesson' and occurs every Monday from 11:00 to 12:00. There are 70 conflicts listed. The screen shows an 'RSVP to all events in the series' section with a text input field for a message to Rebecca O'Dell. At the bottom, there are three buttons: 'Yes', 'Maybe', and 'No'. The 'Yes' button is circled in red.

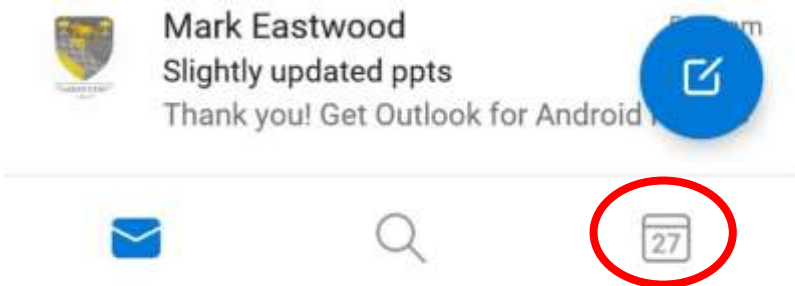
[Join online meeting](#)

3. If you have been sent an invite it will go straight to your ooblemail calendar – who knew you had one of them!?

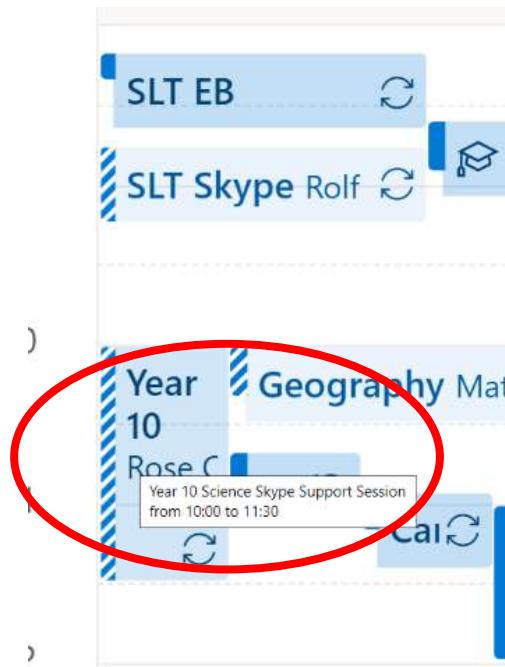
On a laptop this is found bottom left of your ooblemail account



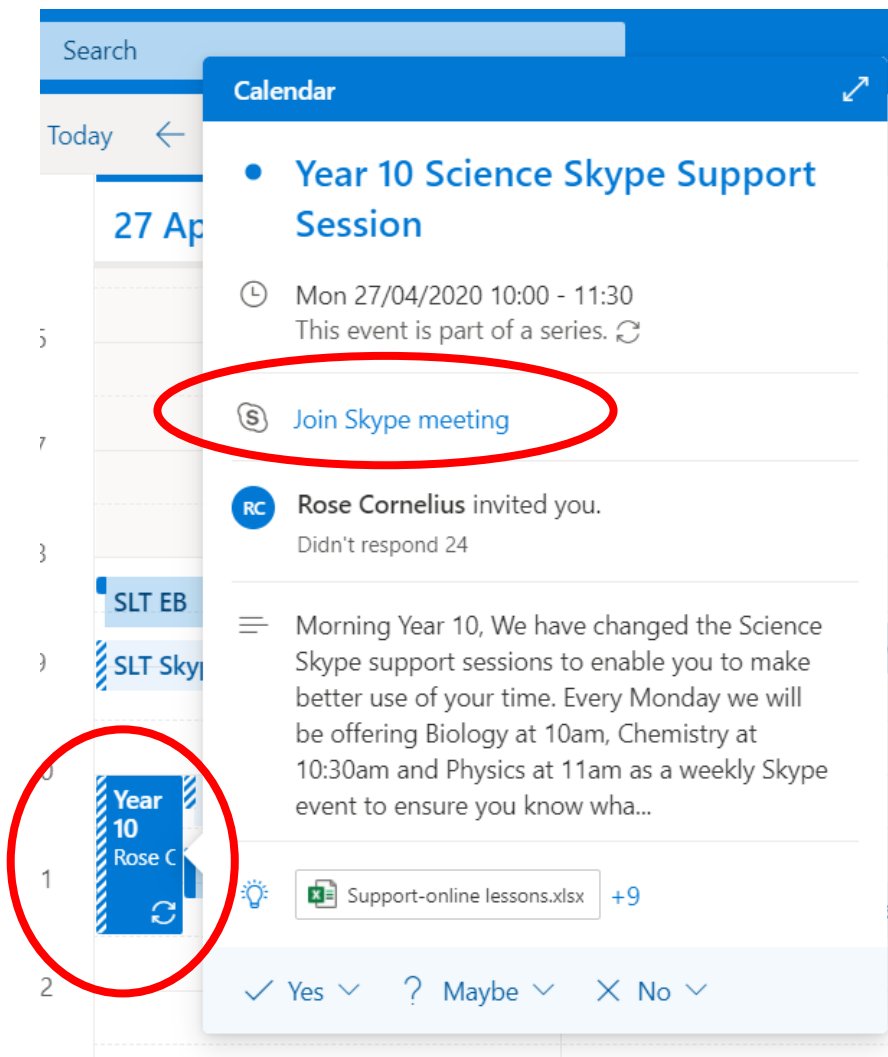
On a phone/tablet it is found bottom right hand corner



When you are in your calendar your invites are there waiting for you to click on – they'll be there all the time (unless you deleted the event)



If you click on the lesson time it will open up straight to the link to join the skype meeting



4. The last method is straight from the Skype for Business App

This requires you to have accepted the invite in the first place –

Click on the calendar and join the Skype session (If it's not here use the other steps!)

