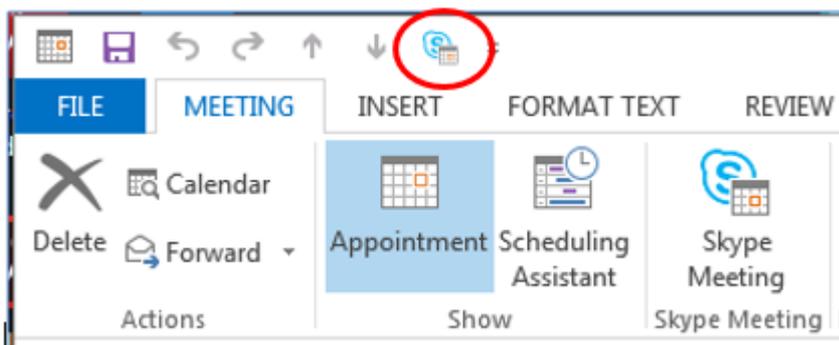


Staff Changes for Skype for Business (formerly Lync)

If you are the organiser of any existing Skype for Business Outlook meetings, you will need to update the Skype for Business meeting link (URL), as existing meetings will still reference the old boppoly.ac.nz or waiariki.ac.nz Skype for Business addresses (URL's), which will no longer work.

To update the Skype for Business meeting link (URL), follow these steps:

- 1) Open the meeting
- 2) Select the **Skype Meeting** button on the Quick Access Toolbar - this will update the meeting URL

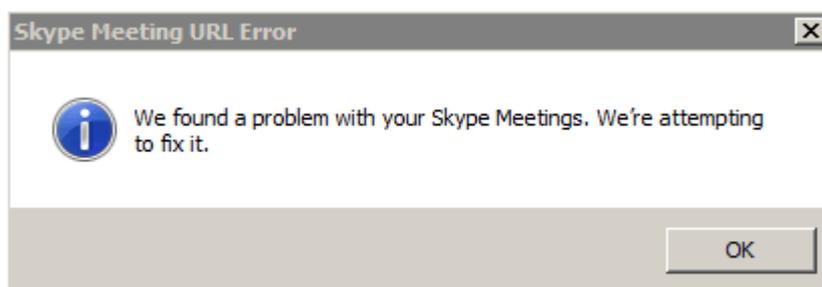


- 3) Select **Send Update** button



- 4) An error message will appear - click OK

(The error message is due to the system trying to access the legacy BOPP or WIT environment, so can be ignored)



- 5) The updated meeting/appointment will be sent out to participants