

How to schedule a call on Skype

Skype has a feature for scheduling calls with partners and notifying before the call.

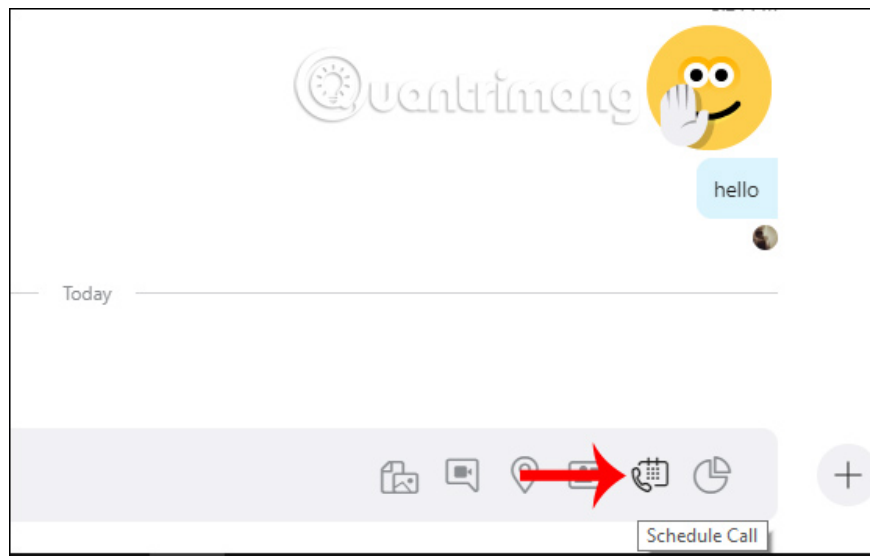
Skype is now a popular video calling and messaging application with many companies around the world when this tool supports many features for businesses. And currently Skype users can schedule calls with important partners, so as not to miss the conversation. When it comes to the appointment for a call, Skype will send a notification to the user. You do not need to send a reminder schedule to partners, but Skype will take care of the call reminders. The following article will guide you how to schedule Skype calls.

1. How to use Skype Web in the browser
2. Instructions to retrieve Skype password
3. How to delete chat history on Skype
4. How to use Skype without an account

Instructions for creating a call schedule on Skype

Step 1:

At the interface on the Skype software, click **the Schedule call icon** .



Step 2:

Display the interface next to **enter the content for the appointment** . First you need to enter a name for the call at the Title section, select the time to make the call and choose the reminder time before the call.

Close


S Title (optional)

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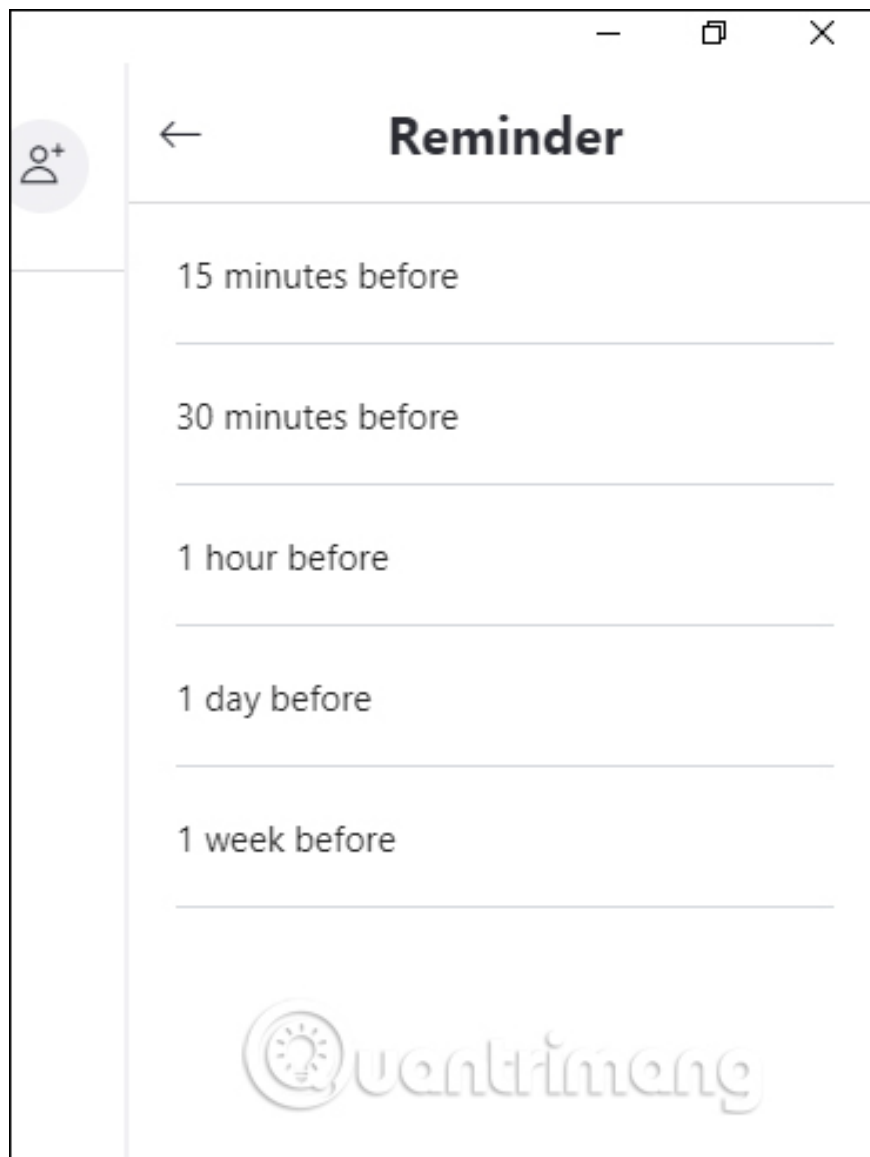
🕒 6:00 PM

🔔 15 minutes before >

Send

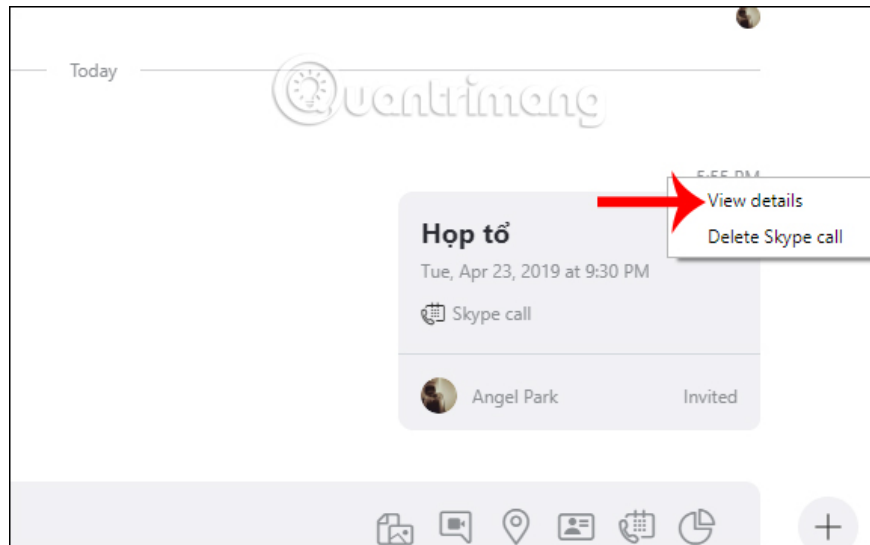


The maximum reminder time for Skype calls is 1 week and at least 15 minutes before the call. When you have finished scheduling, **click Send** to send the invitation to the partner.



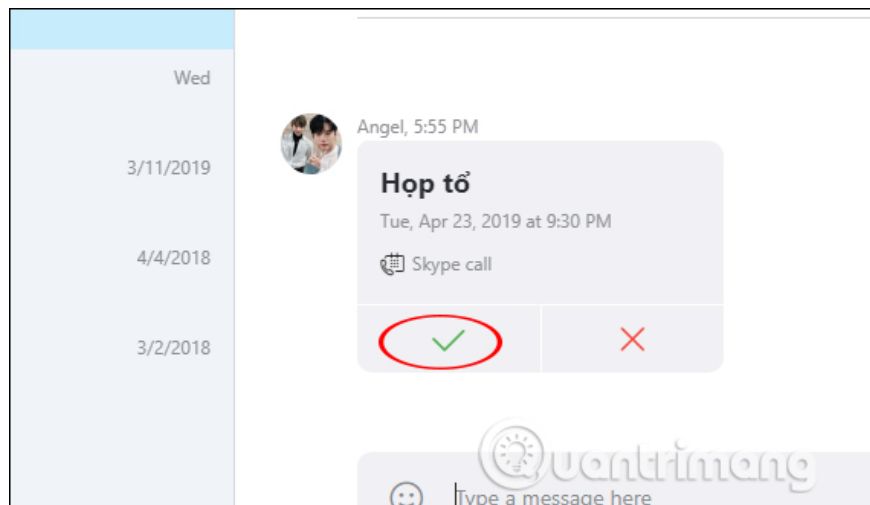
Step 3:

As a result, you will see an invitation for a Skype call with a partner. Click **the 3 dots icon** and select View details to change the content to the schedule, or click Delete Skype call to delete the call appointment.

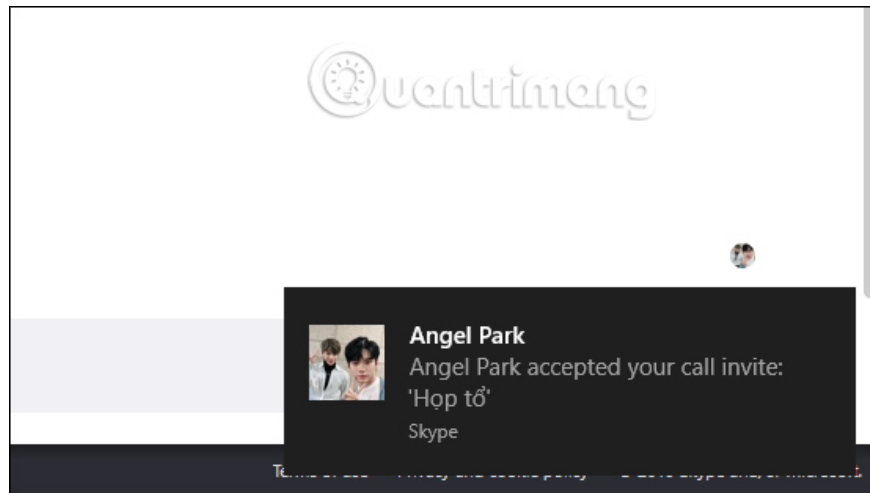


Step 4:

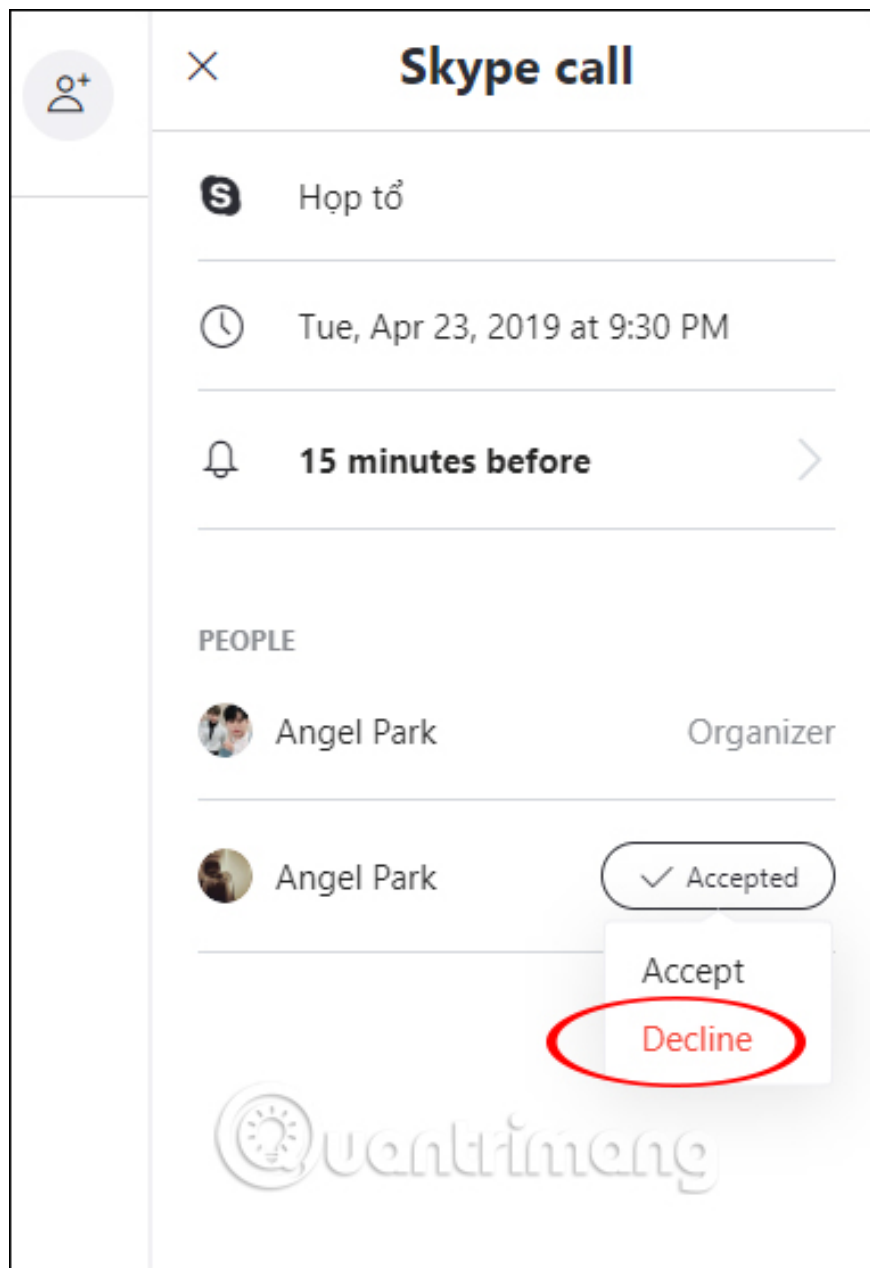
When **partners access Skype** and they will see an invitation for a Skype call appointment, with full details for that appointment. Then they have 2 options to **press the green tick to agree** and press the red X to reject the call.



If they click agree, the person who sent the invitation to join the call will also receive a notification from Skype in the bottom right corner of the screen with the content as shown below.



In case the person receiving the invitation wants to **cancel the previously received call** , just click on the invitation content, then **click on the Decline** as shown.



So with scheduling calls on Skype, we will not miss important calls with partners or with family and friends. Both parties receive notice and details of the call.

I wish you all success!

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