

Skype for Business – Add a Contact

UIS Service Desk

June 21, 2016



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UNIVERSITY INFORMATION SYSTEMS

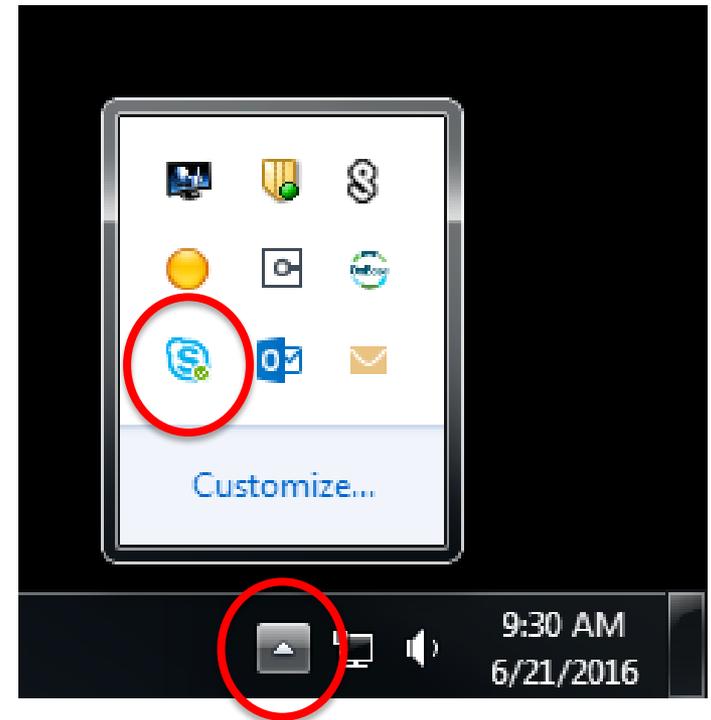
Skype for Business – Add a Contact

- There are two ways to add a Contact:
 - Search using their name
 - Finding them within or external to your organization



Skype for Business – Add a Contact

1. In your system tray (located in the far right bottom corner of your screen), click on the up arrow and then click on the Skype for Business icon.



SEARCH USING THEIR NAME

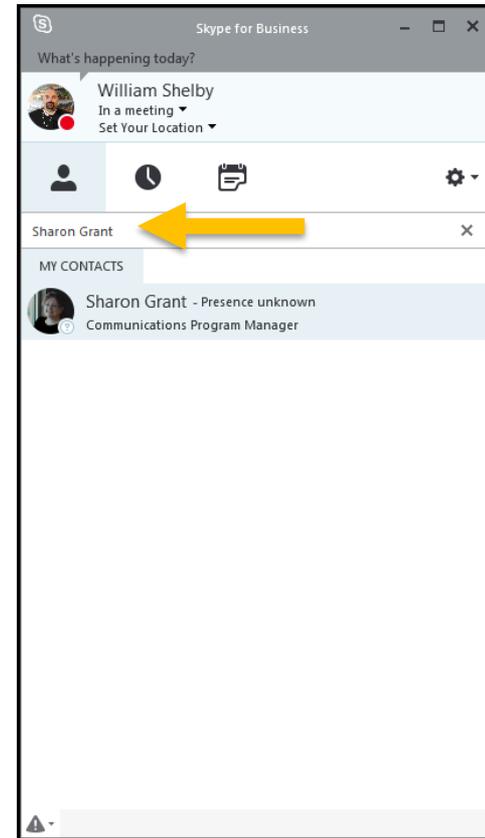


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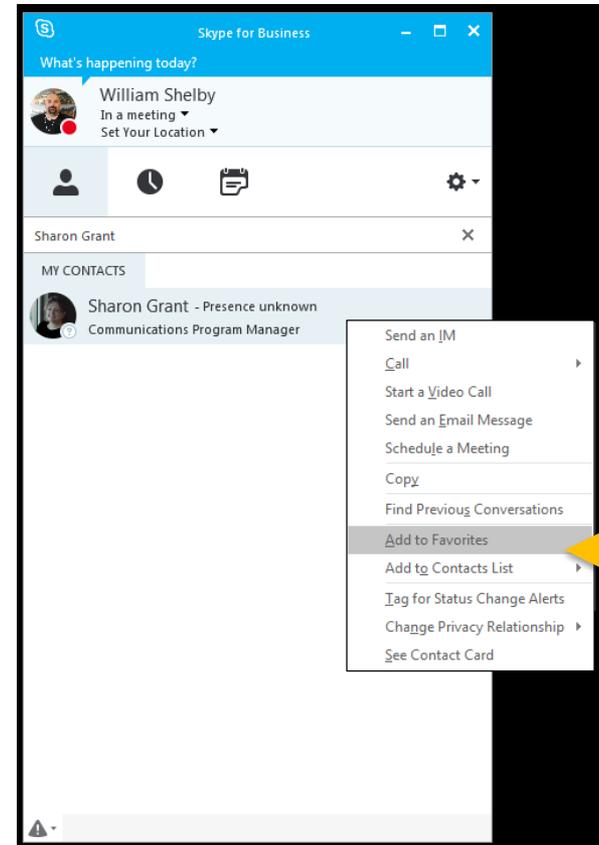
Skype for Business – Add a Contact to MY CONTACTS

1. In the “Find someone” field, type the name of the person you want to add to your contacts. In this example, Sharon Grant.



Skype for Business – Add a Contact

2. Once Sharon Grant is shown, right-click on her name and either Add to Favorites or Add to a Contacts List (if you have created Groups).



ADD A CONTACT

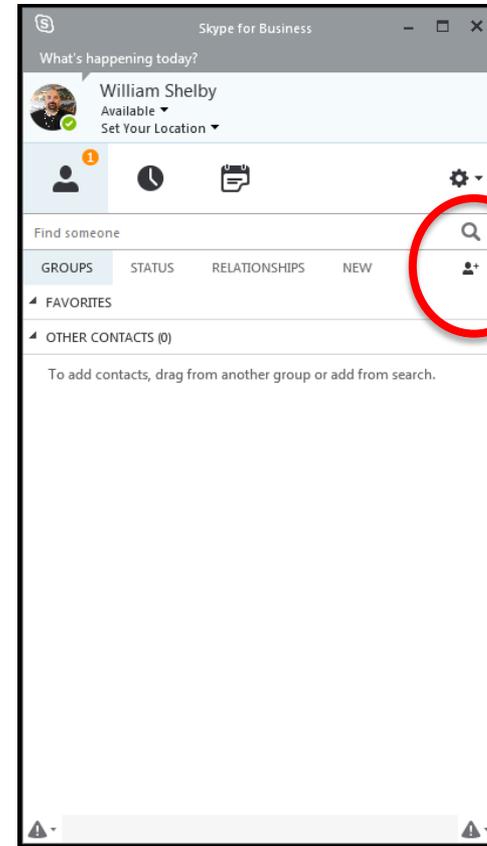


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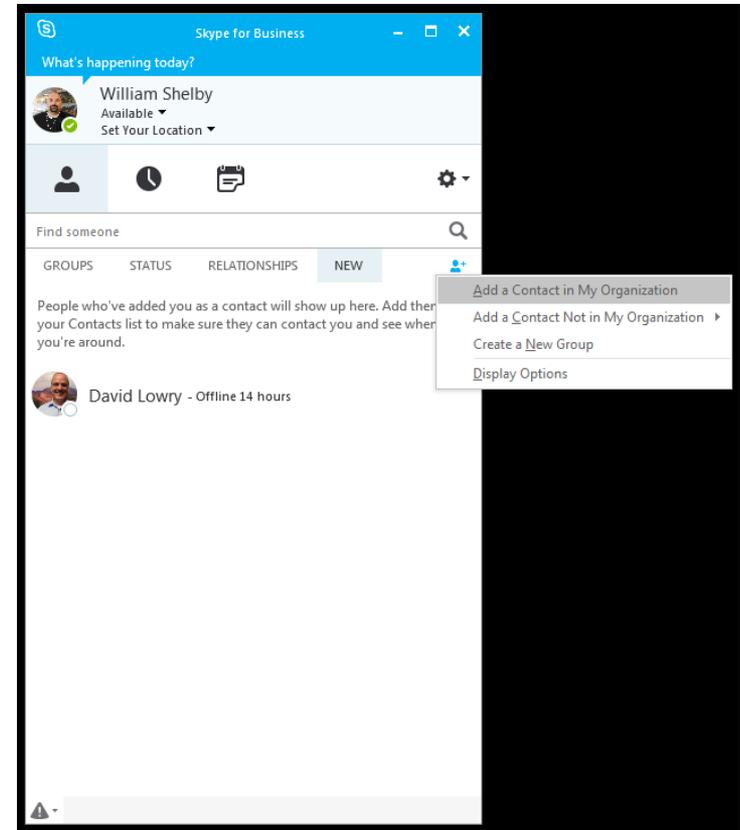
Skype for Business – Add a Contact

1. Click the Add Contact button.



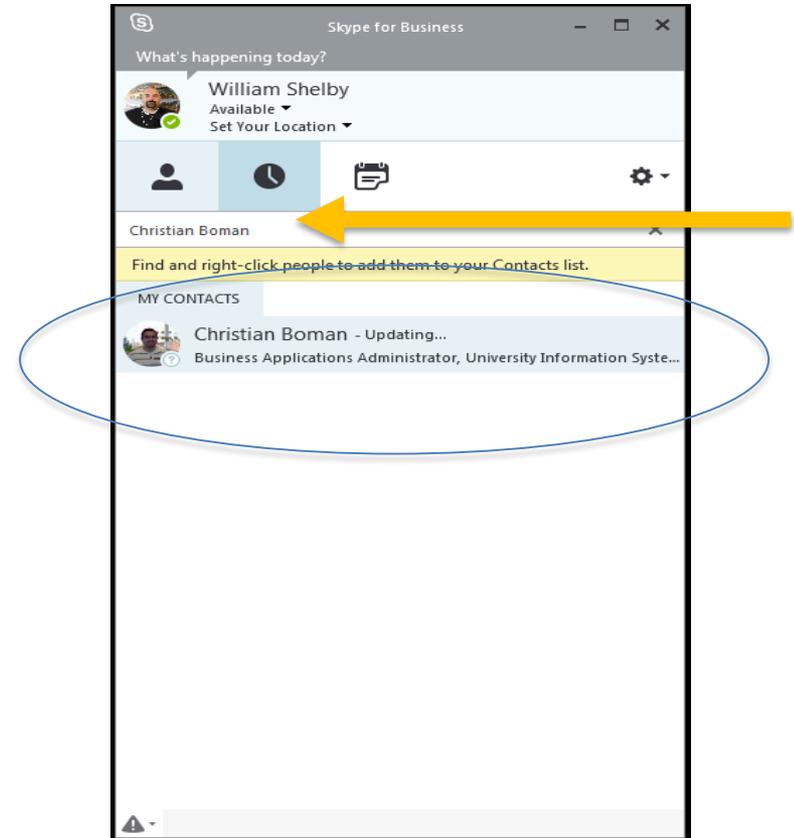
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2. Click on the “Add a Contact in My Organization.”



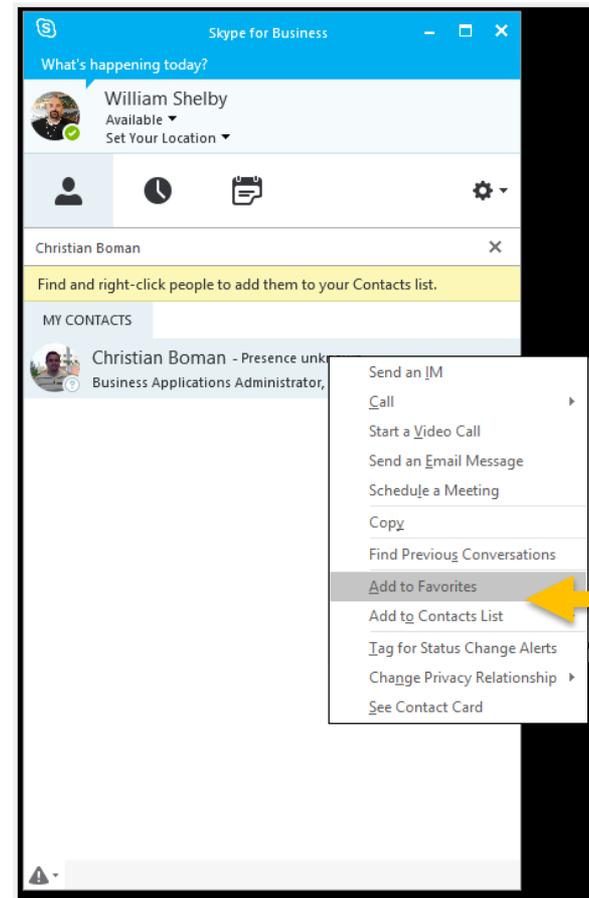
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3. In the search field, type the person's name that you want to add as a contact and you will see their contact pop up. In this example, I typed Christian Boman.



Skype for Business – Add a Contact

4. Add to Favorites or Add to Contacts List.



NEED HELP?

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