Skype for Business – Add a Contact

UIS Service Desk

June 21, 2016

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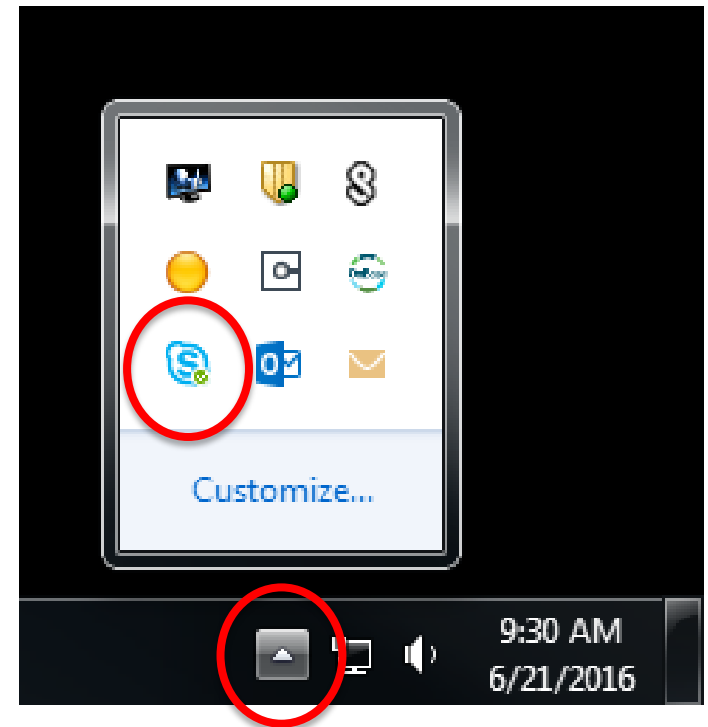
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Skype for Business – Add a Contact

- 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.

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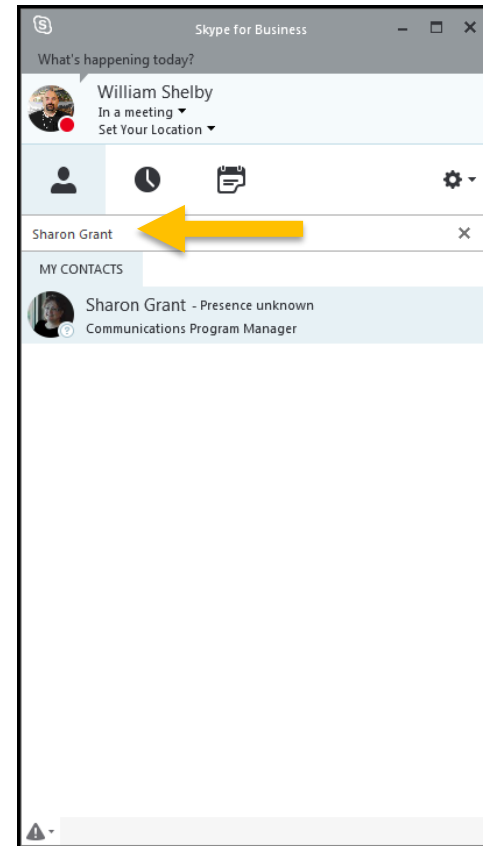
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SEARCH USING THEIR NAME

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.

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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).
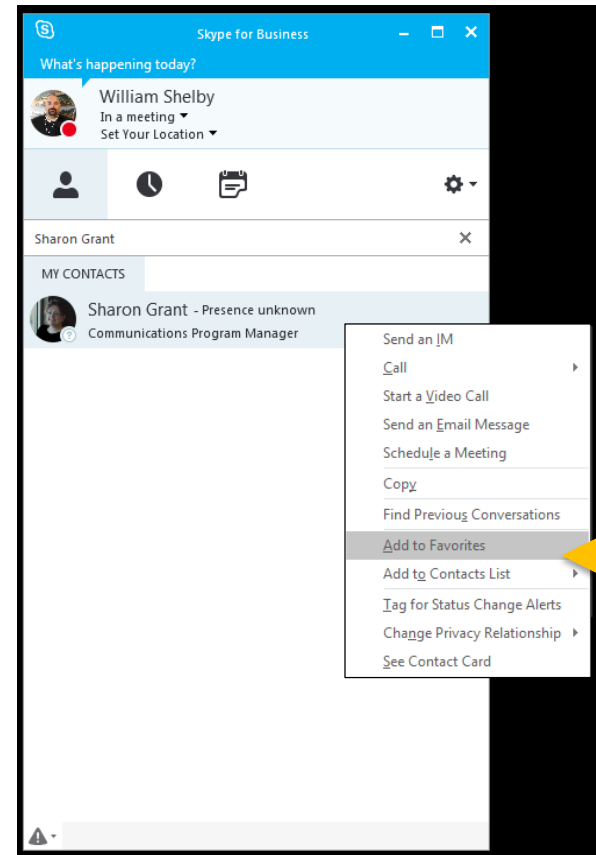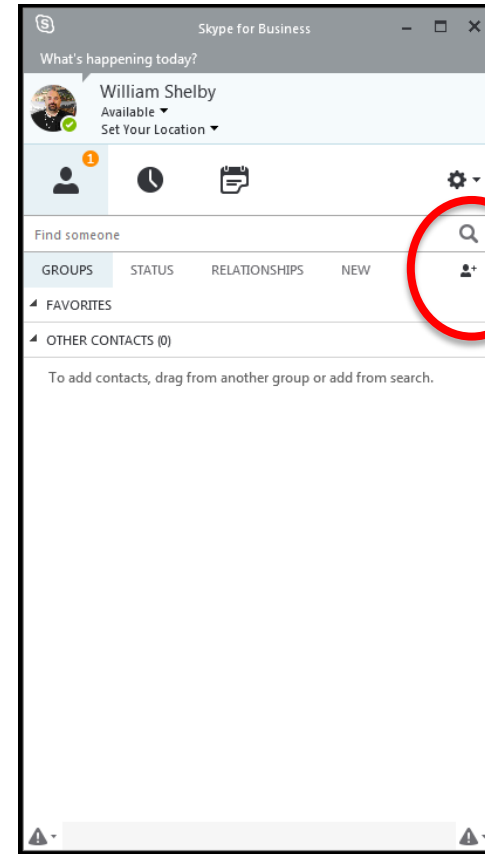
ADD A CONTACT

Skype for Business – Add a Contact

1. Click the Add Contact button.

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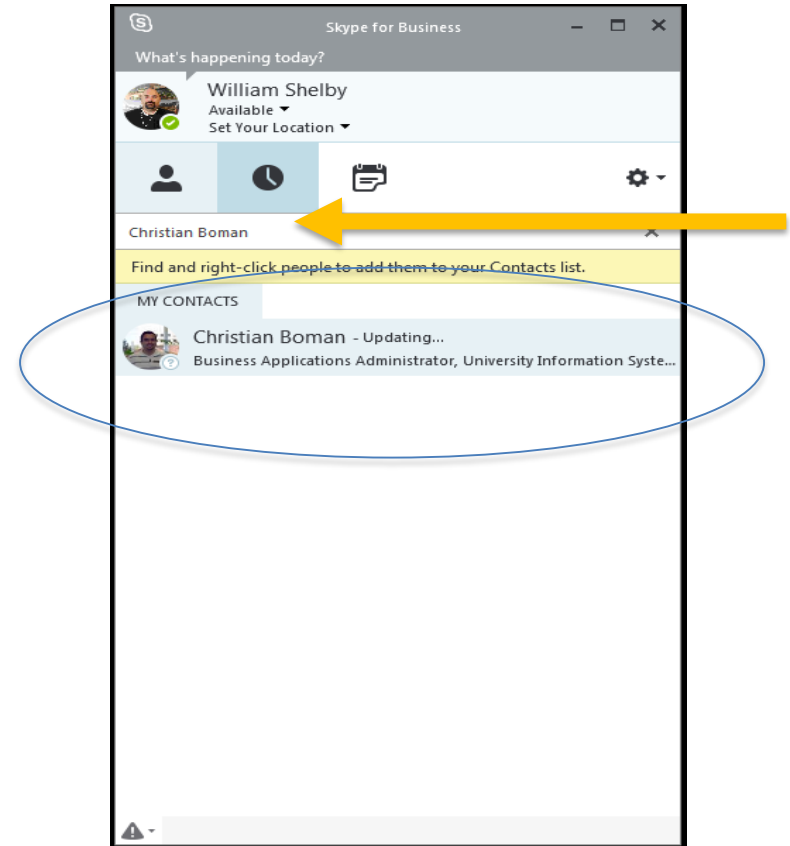
2. Click on the "Add a Contact in My Organization."

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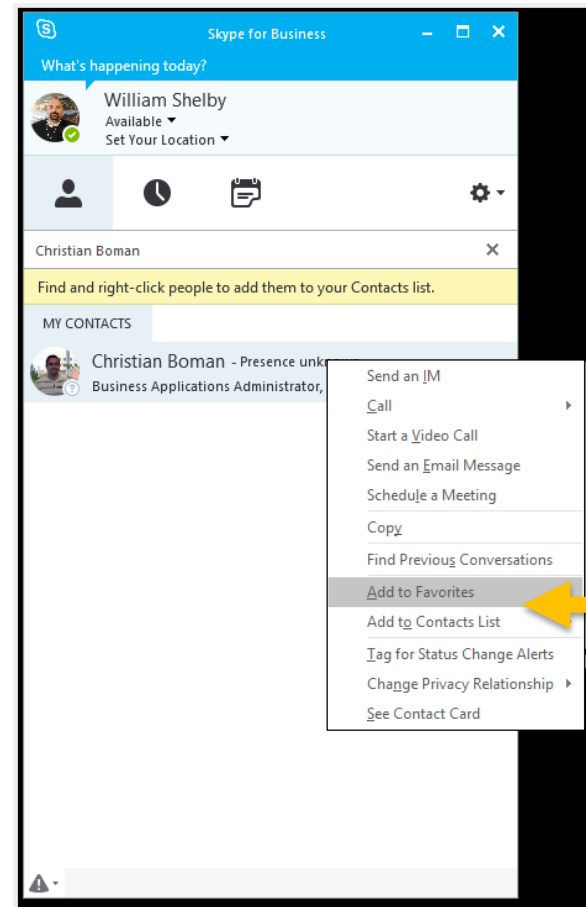Boulder | Colorado Springs | Denver | Anschutz Medical Campus
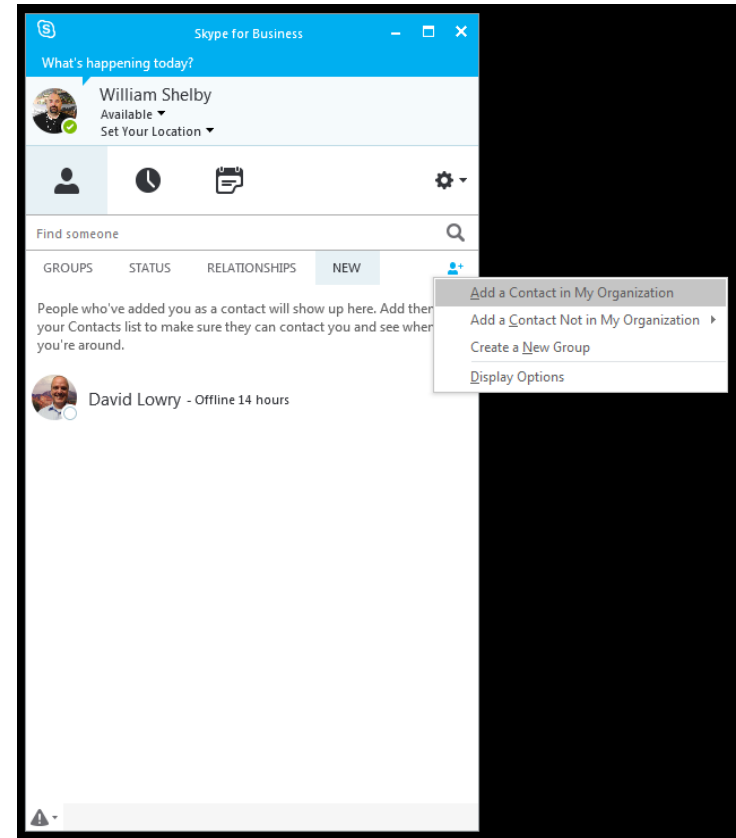
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3. In the search field, type the person's name that you want to add as a contact and you will see their contact pop up. In this example, I typed Christian Boman.

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4. Add to Favorites or Add to Contacts List.

NEED HELP?

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HELP@CU.EDU
303-860-HELP(4357)

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