

# Skype for Business – Creating a Group

UIS Service Desk

June 21, 2016



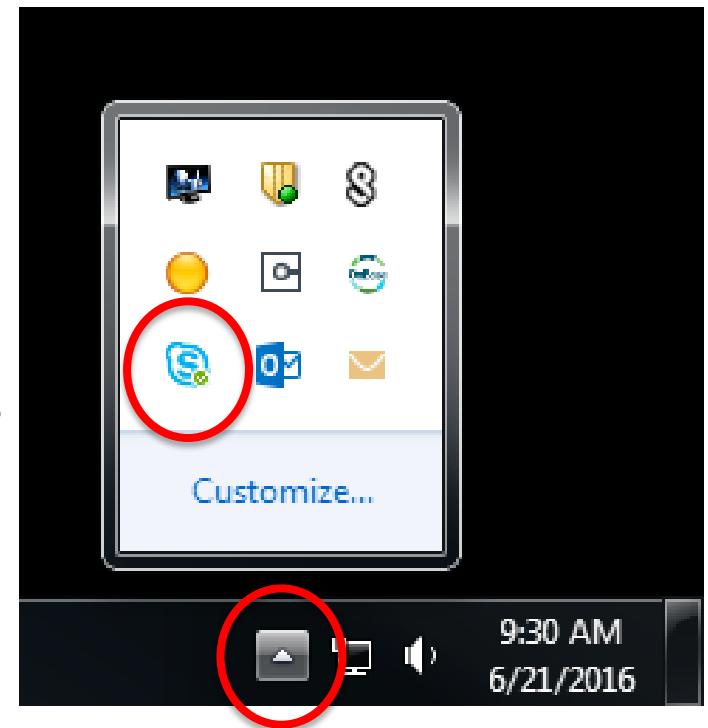
University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

**UNIVERSITY INFORMATION SYSTEMS**

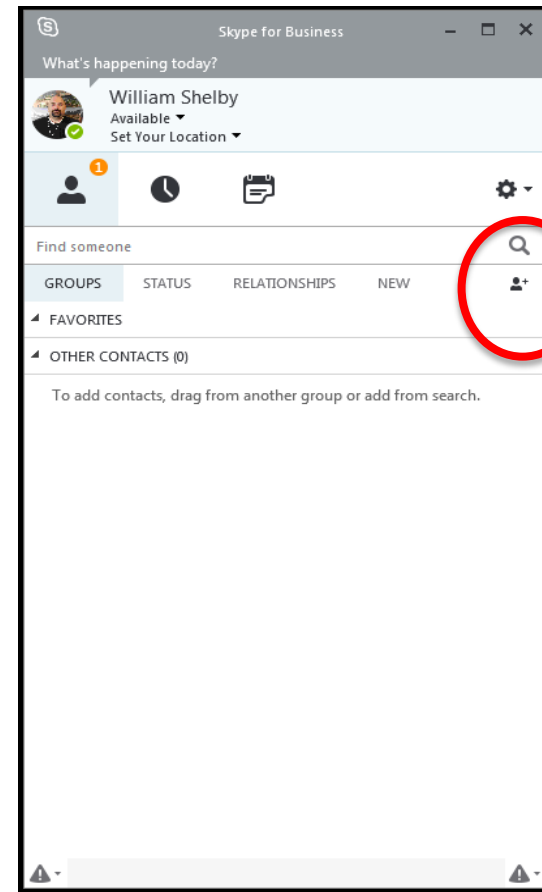
# Skype for Business – Creating a Group

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



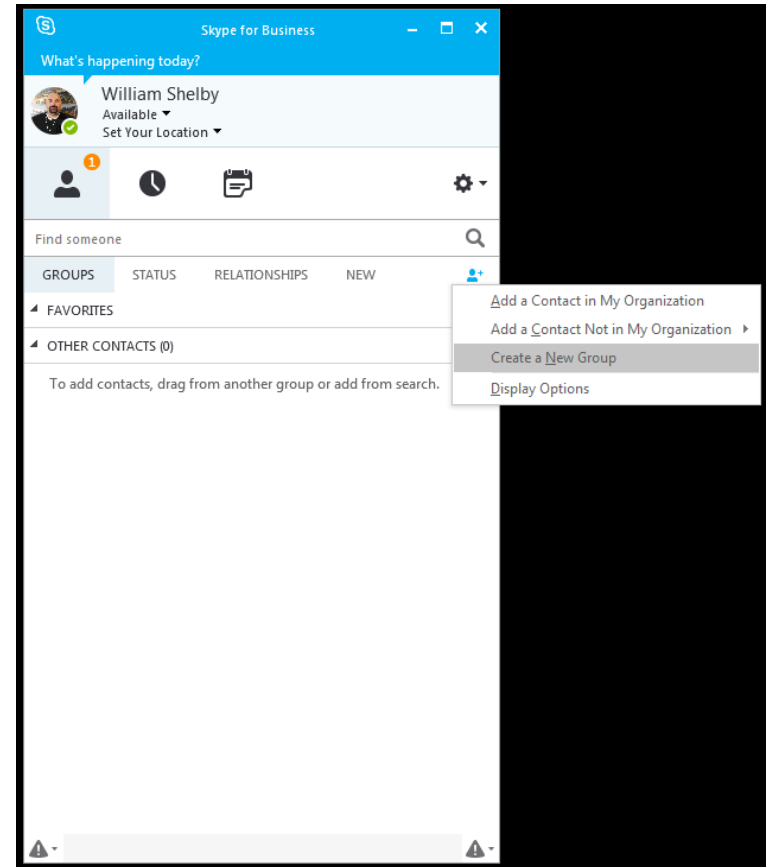
# Skype for Business – Creating a Group

2. Once Skype for Business is open, click on the button to create a new group.



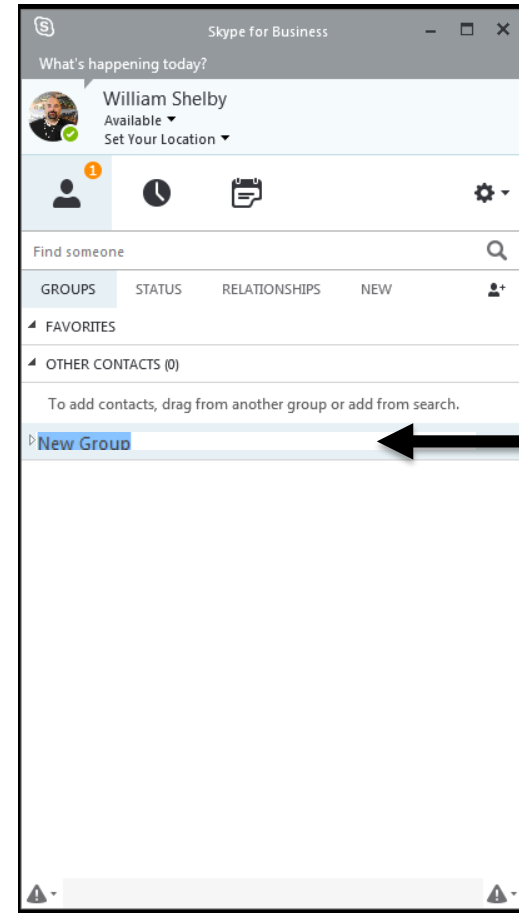
# Skype for Business – Creating a Group

3. Click on the “Create a New Group.”



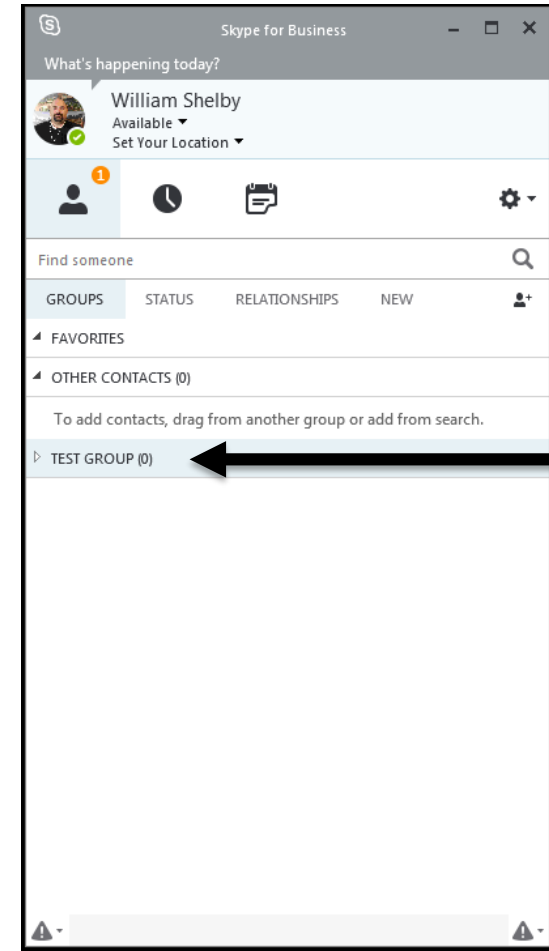
# Skype for Business – Creating a Group

4. A NEW GROUP will be created.



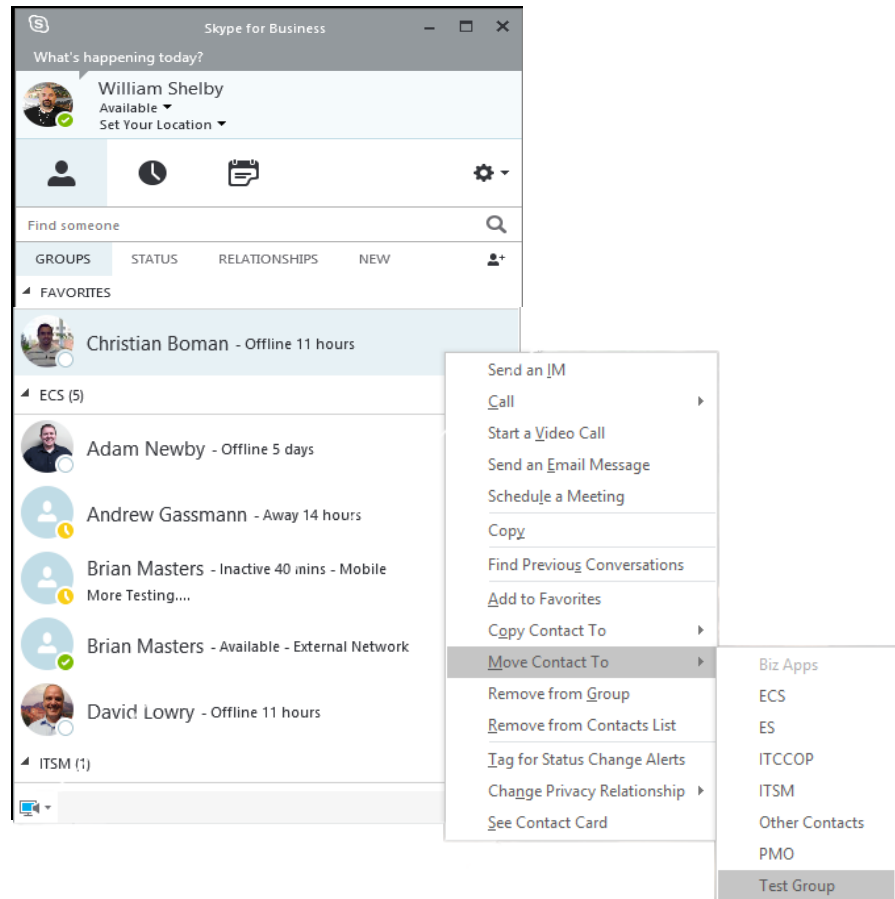
# Skype for Business – Creating a Group

5. Type the name that you would like to call the new group. In this example the new group was named “TEST GROUP.”



# Skype for Business – Creating a Group

6. Create as many groups as you need to organize your contacts. Right-click each contact and move it to the appropriate group.



***NEED HELP?***

**UIS SERVICE DESK**

**[HELP@CU.EDU](mailto:HELP@CU.EDU)**

**303-860-HELP(4357)**



University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus