

Skype for Business – Creating a Group

UIS Service Desk

June 21, 2016



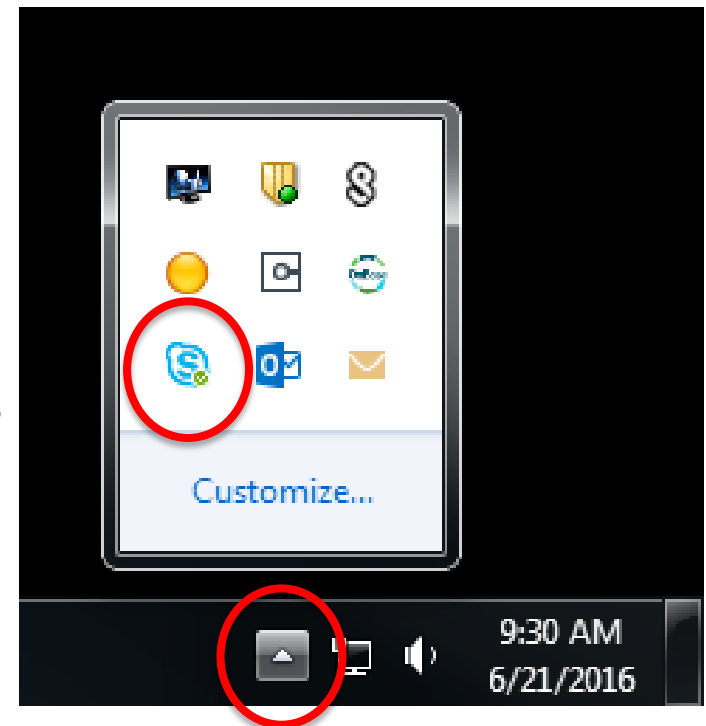
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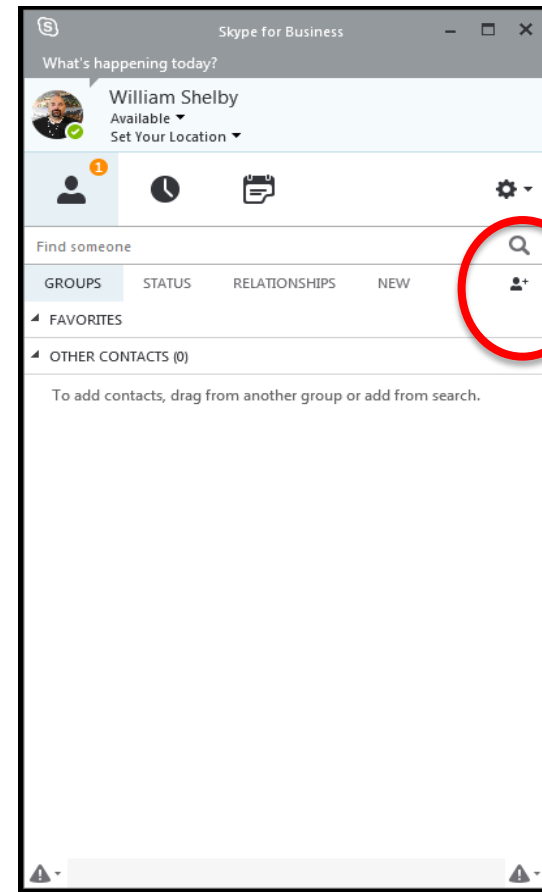
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1. Open Skype for Business. In your system tray (located in the far right bottom corner of your screen), click on up arrow and then click on the Skype for Business icon.



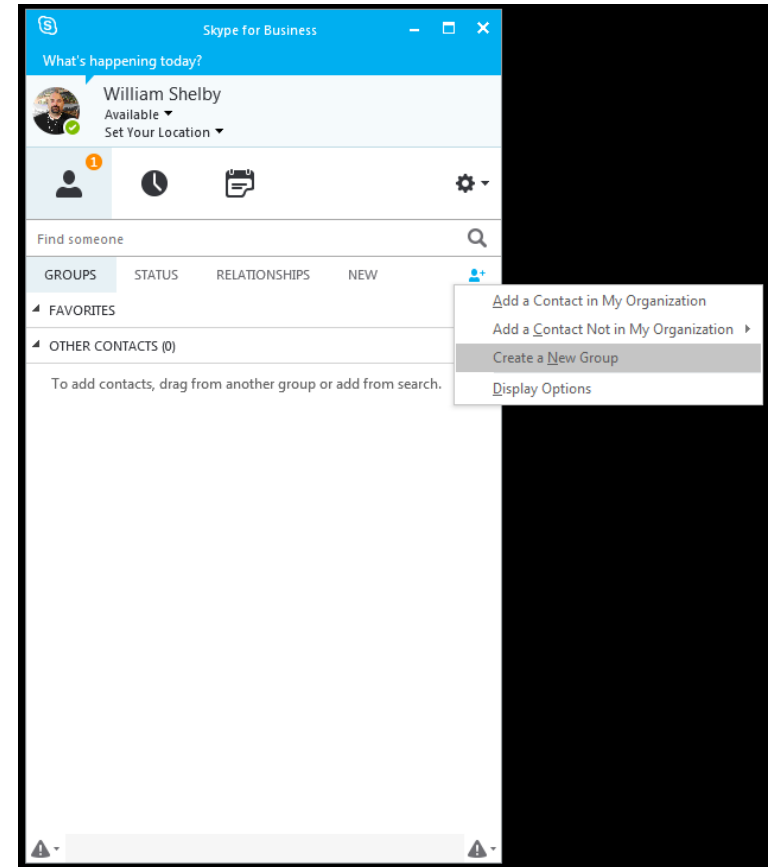
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2. Once Skype for Business is open, click on the button to create a new group.



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3. Click on the “Create a New Group.”

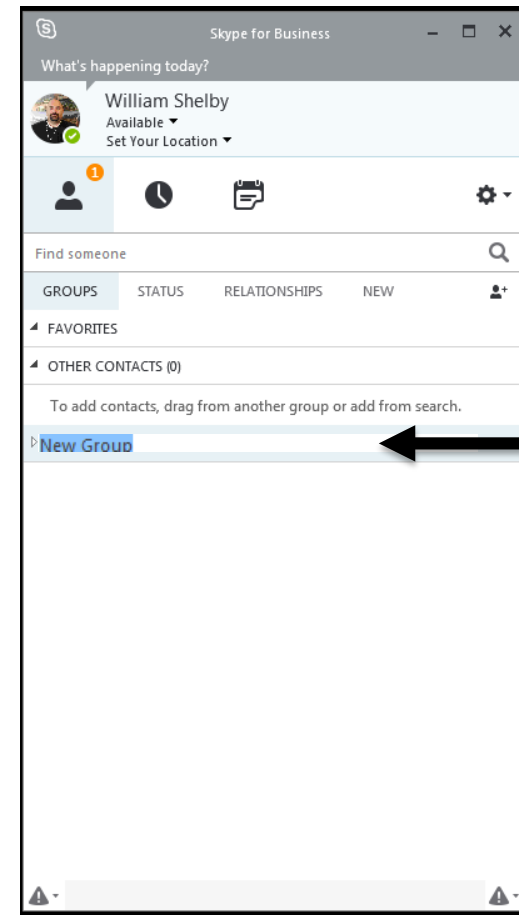


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4. A NEW GROUP will be created.

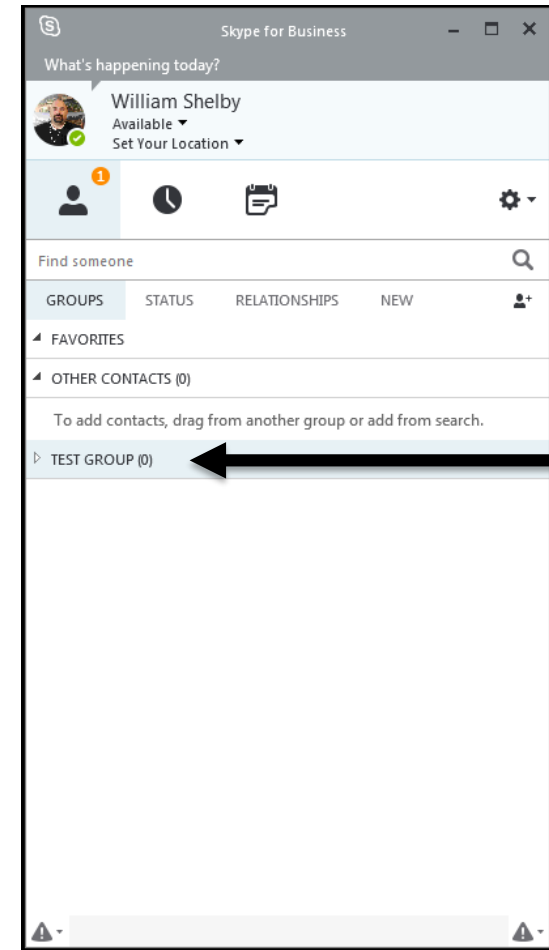


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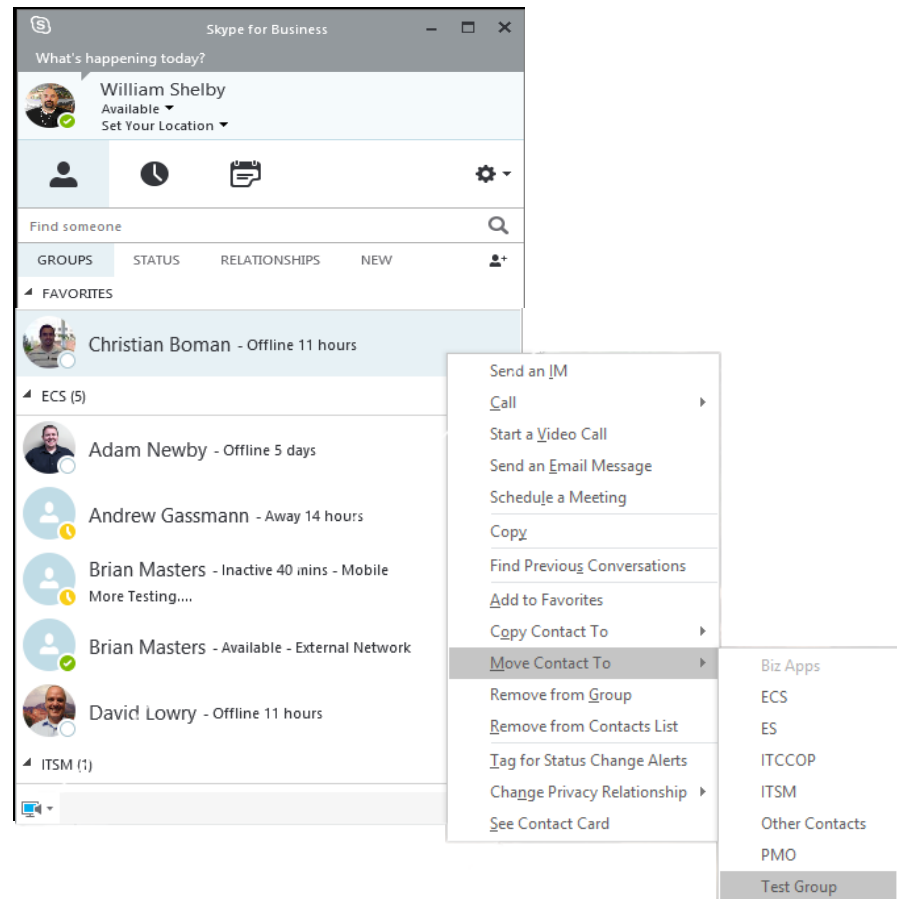
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5. Type the name that you would like to call the new group. In this example the new group was named “TEST GROUP.”



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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?

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