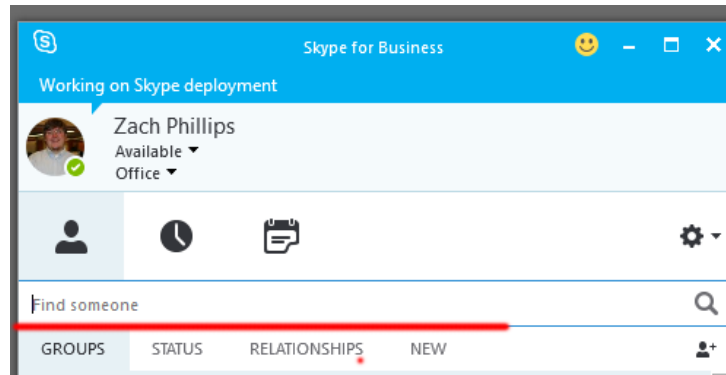


Managing Contacts in Skype for Business- Windows

Windows Client

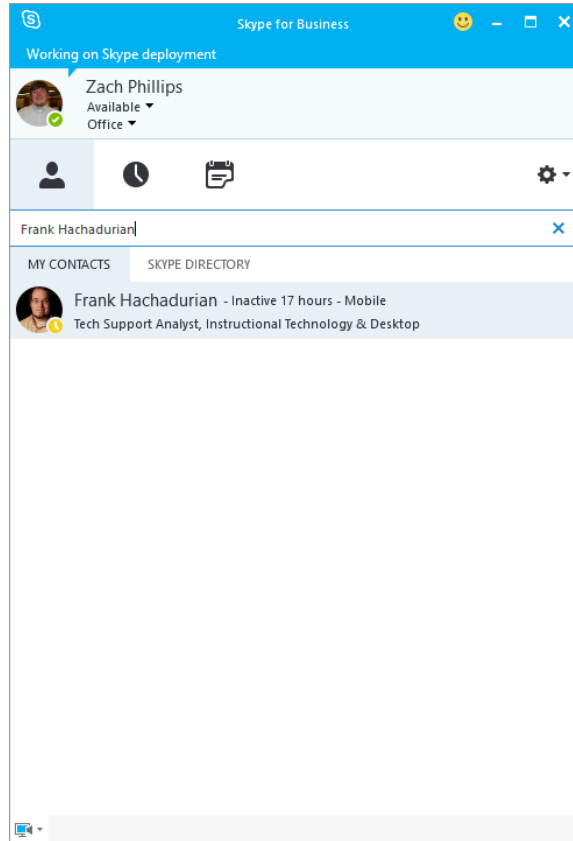
Looking up new contacts

1. In the Skype for Business client, on the Contacts Tab, **locate the search bar** above your contacts list.

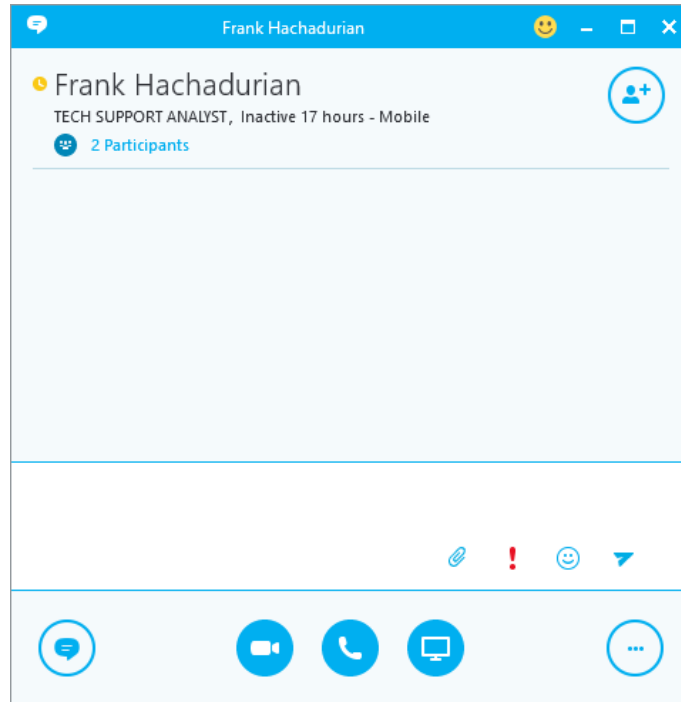


2. **Type the name** of the contact you wish to communicate with. This will search the WCU global address book. This is the same address book utilized in Microsoft Outlook when sending email.

3. As soon as you begin typing, Skype for Business will begin looking for users. Below the search box all users who match the search terms will be presented



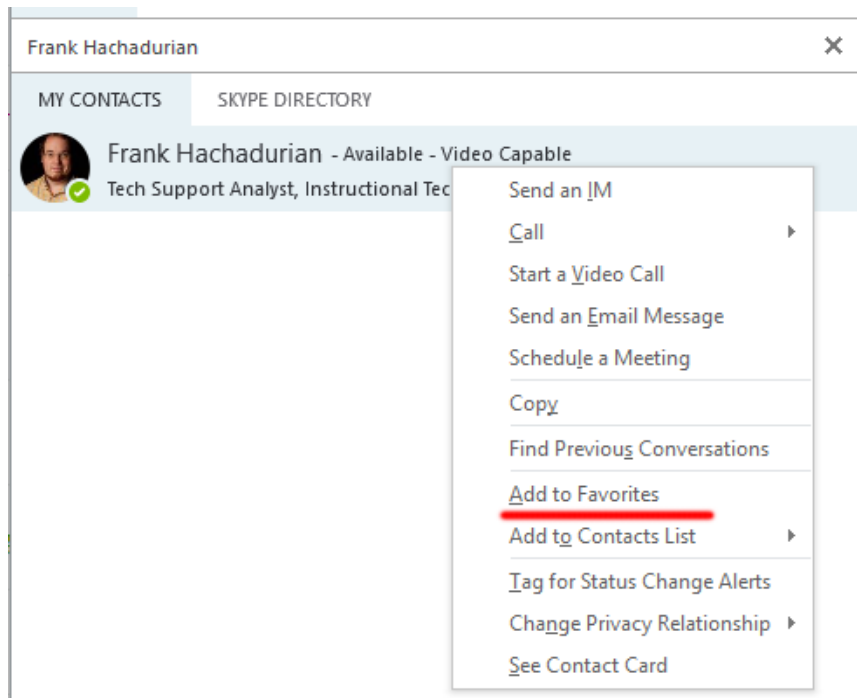
- Once you have found the correct user, you can **double click their account name** to launch a chat session with them.



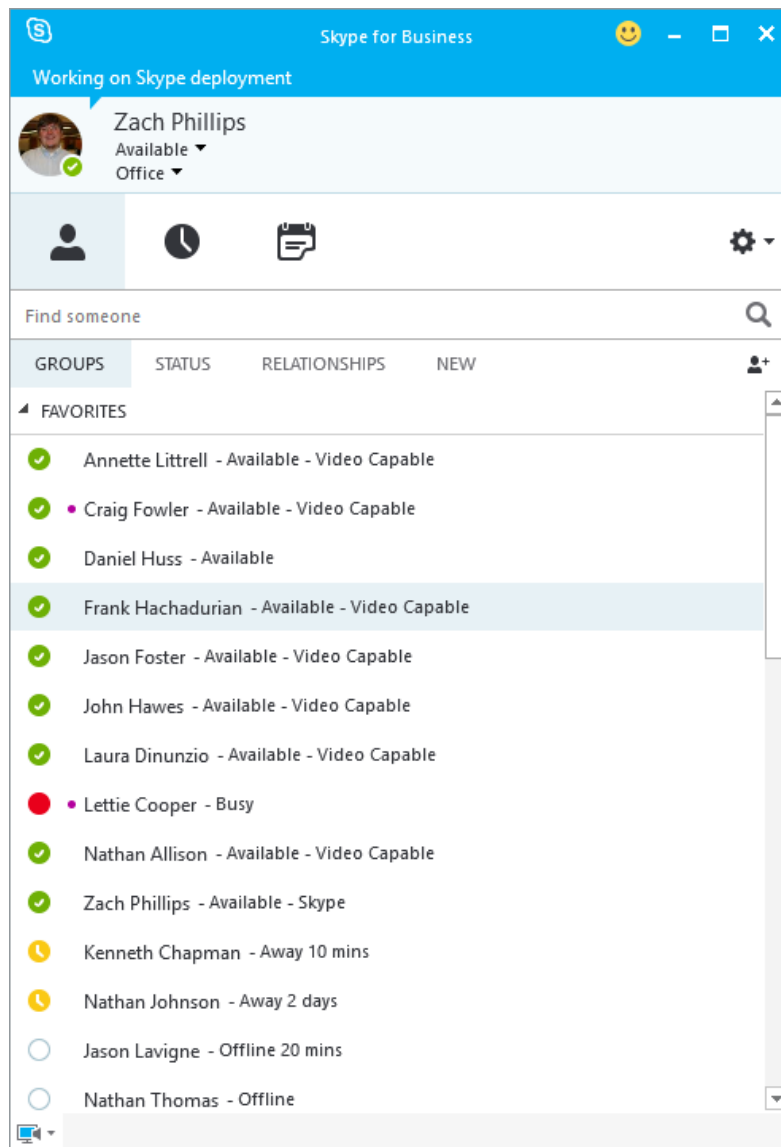
Adding Users to Favorites Group

If you want to add users to your contacts list for quick access, you can add them to your favorites group. The favorites group is the default contact group on Skype for Business and is available for all users.

1. **Search for a user** you'd like to add. Once you've found them, **right click on their name** and select **Add to Favorites** from the list.

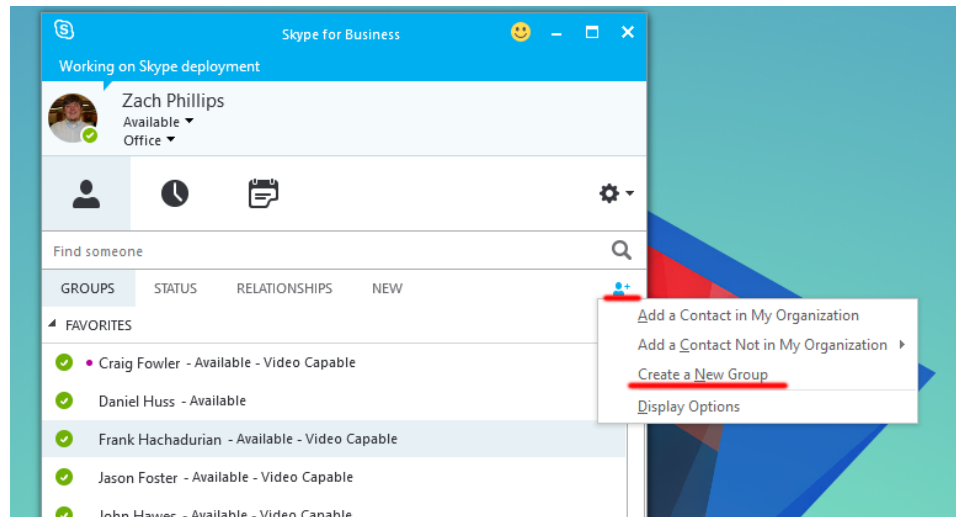


2. Once you select this, the user will be added to your favorite's group.

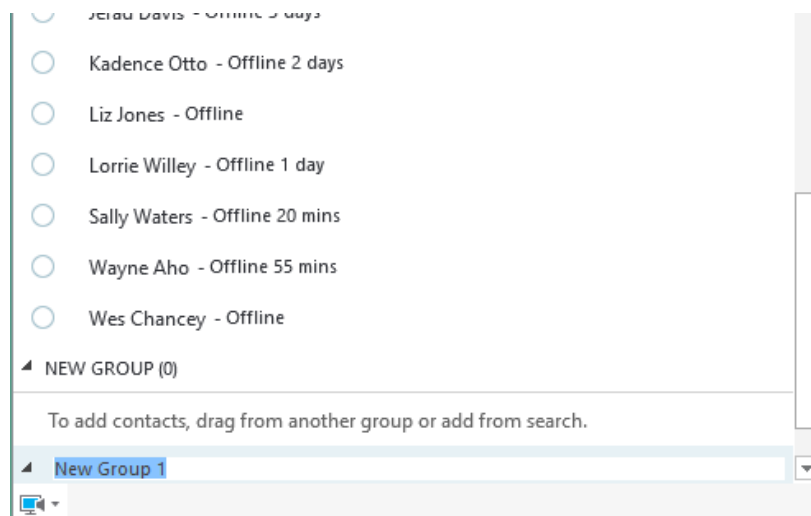


Creating User Groups

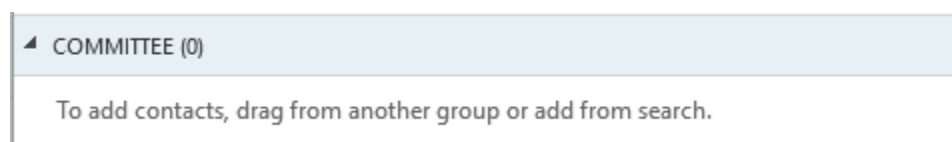
1. In Skype for Business you have the option to create your own user groups as a way to organize your contacts. To do this, **click the small “People Plus” icon in the upper right corner of the user list**. Once open, select **Create New Group**.



2. Once you do this, a new group will pop up which you can name.



3. After naming the group, **hit Enter** and the group will organize itself within the list (Alphabetical). I chose the name “Committee” for this example.



4. After this is made, you can add users directly to the group from search.

