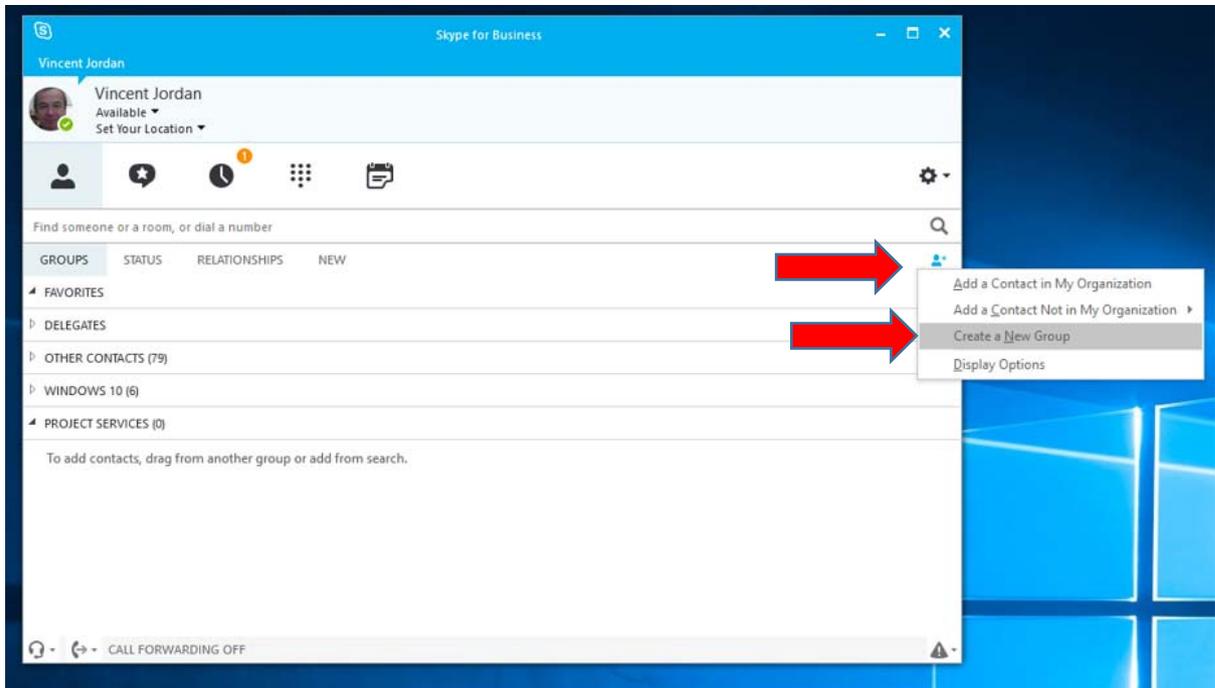


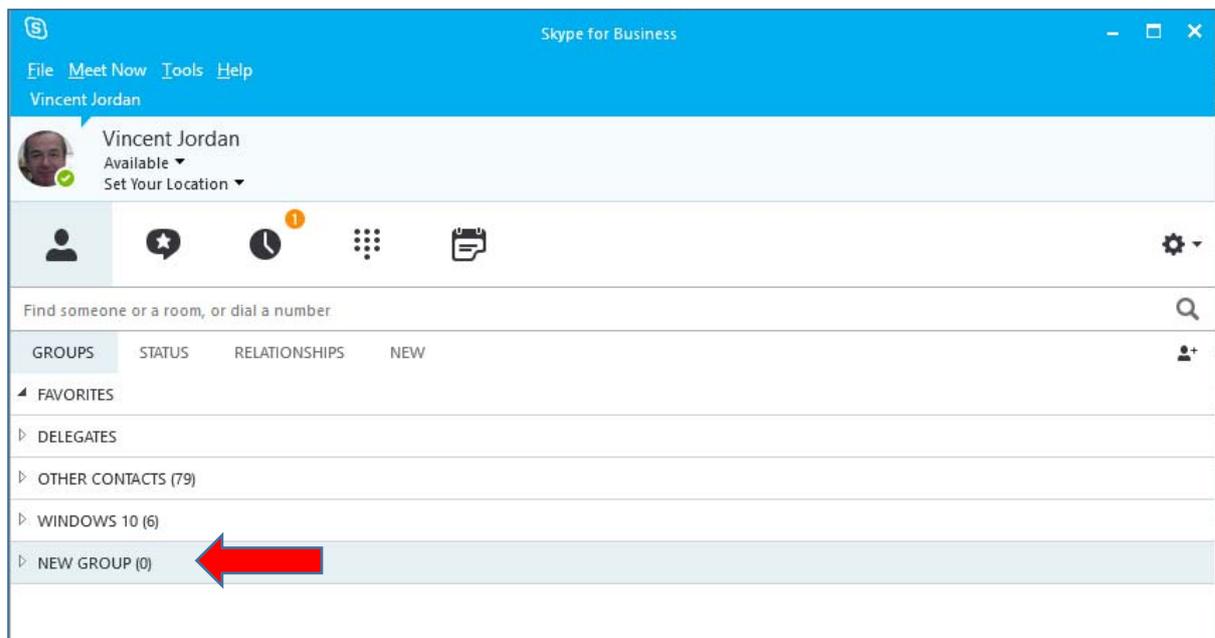
Keeping in touch with your team using Skype for Business

The quickest way to contact your team is to create a group within Skype for Business

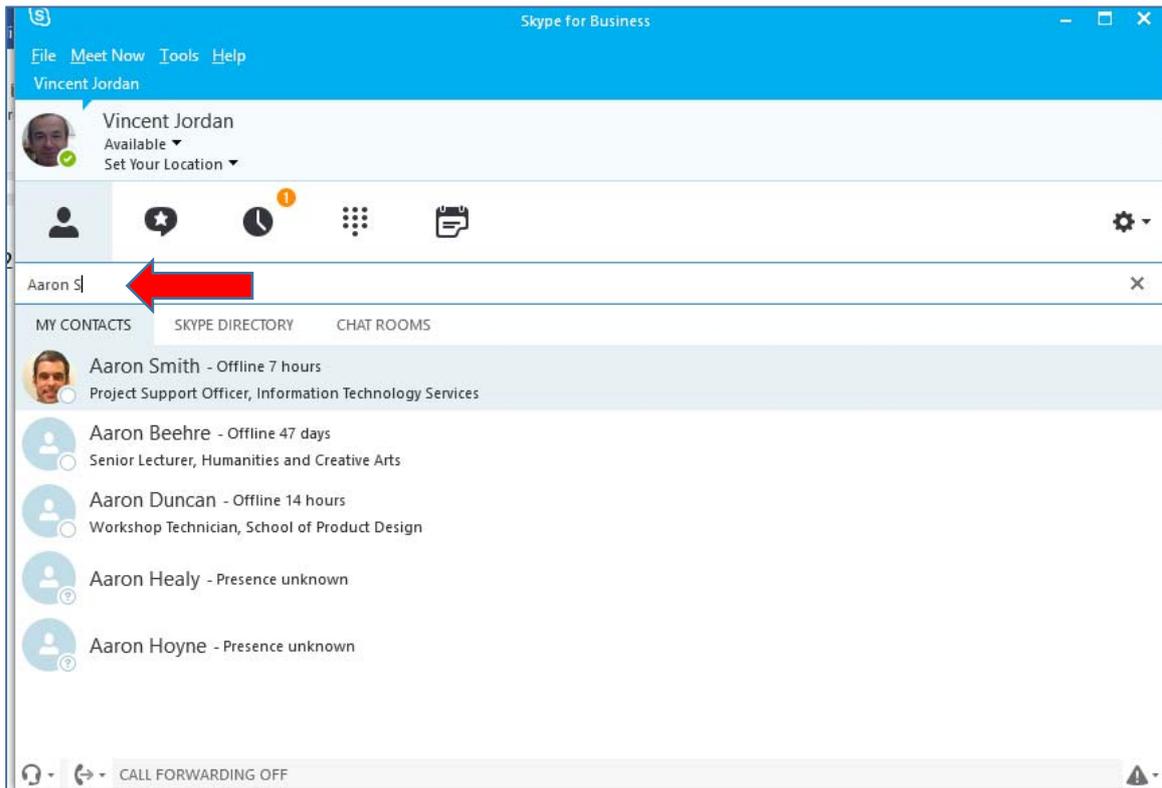
1. From Skype for Business click the **little man** button as indicated below and then select **Create New Group**:



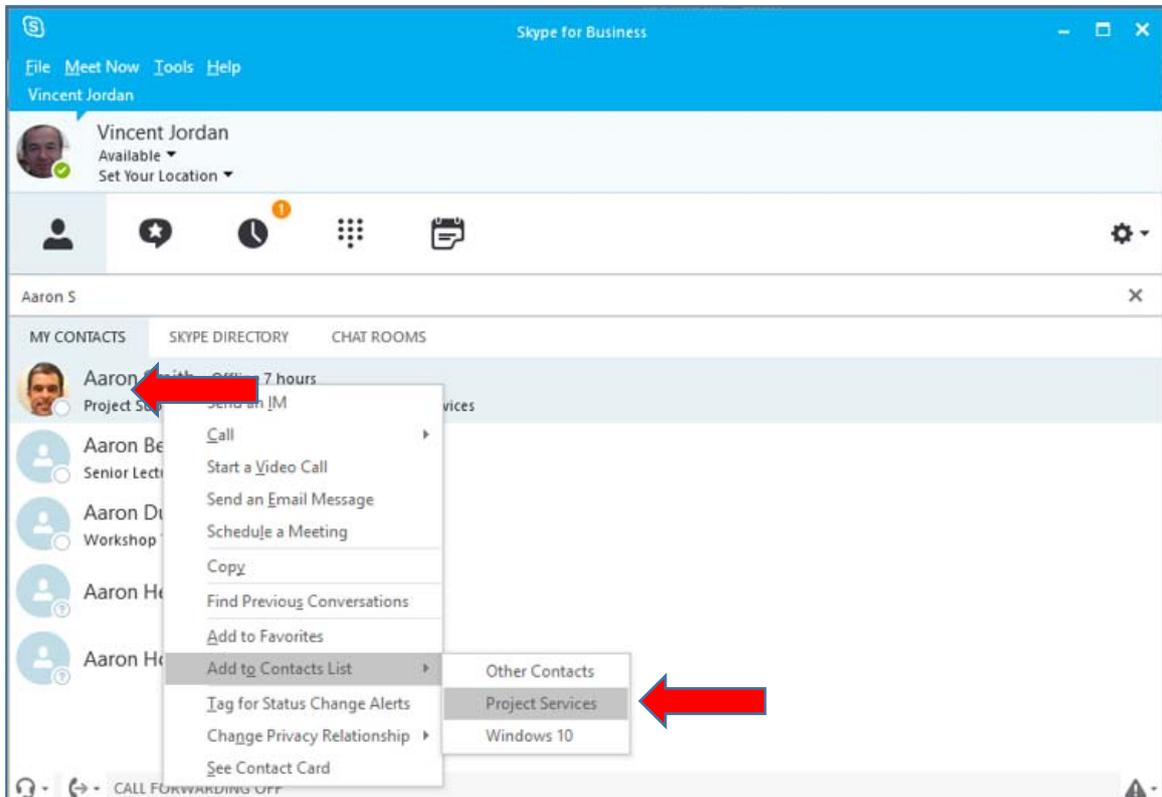
2. A new group will be created which can easily be renamed by **right clicking** your group with your mouse:



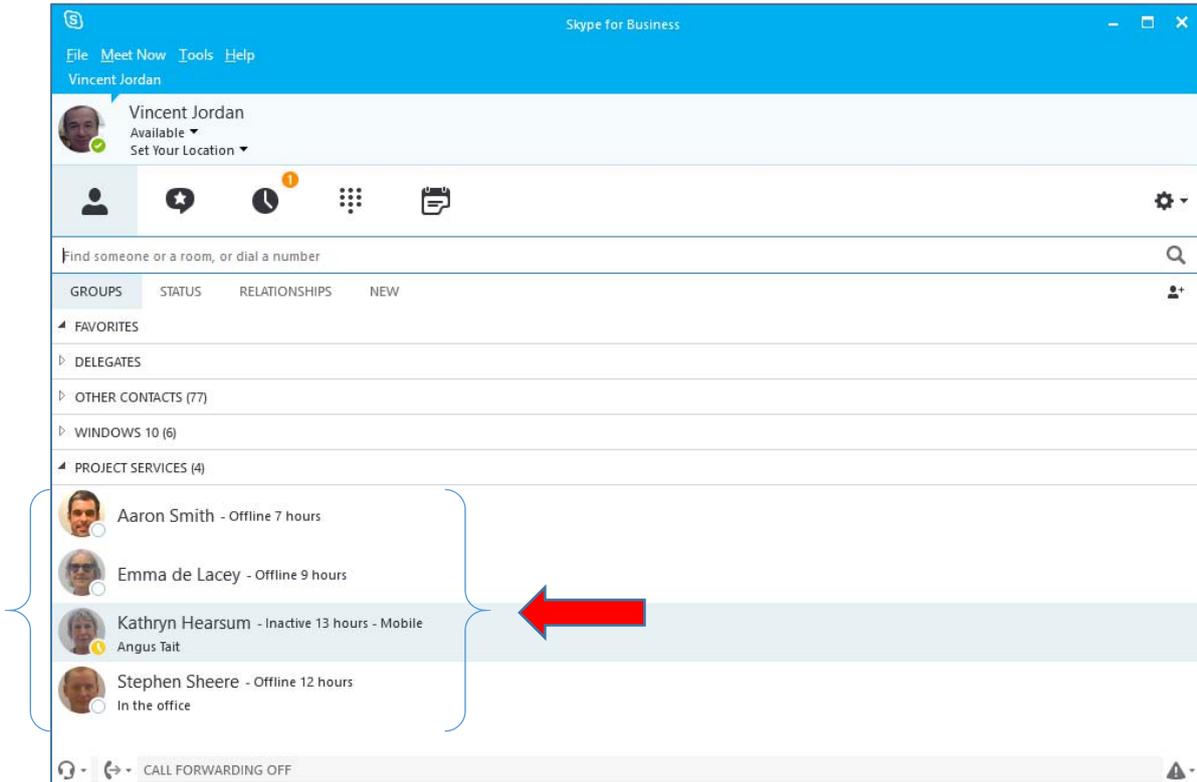
3. Then search for a staff member who you would like to add to your group:



4. Once you have found the member of staff **right hand click** the staff member, go to **Add to Contacts List** and select the group you have created, this will then add the person to your new group:



5. Repeat the above process for each staff member until you have created your team:



All done

You can then **right hand click** your team and carry out any of the options on the list below such as send an IM instant message, start a video conference call, start an audio conference call etc.

