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:

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

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Aaron Smith - Offline 7 hours Project Support Officer, Information Technology Services				
Aaron Beehre - Offline 47 days Senior Lecturer, Humanities and Creative Arts				
Aaron Duncan - Offline 14 hours Workshop Technician, School of Product Design				
Aaron Healy - Presence unknown				
Aaron Hoyne - Presence unknown				
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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:

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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.

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