

Adding a Contact to Skype for Business

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Adding a Contact


In order to add a contact, one may add search them in the search engine (see below, PHOTO 1), left click them, and select "Add to contact list" (see below, PHOTO 2) or click the  icon. From there, one can choose to add a contact in the organization, outside of the organization or create a group. Display options may also be accessed from this method (see photo 3).

PHOTO 1

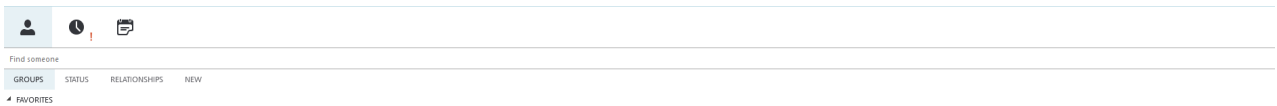


PHOTO 2

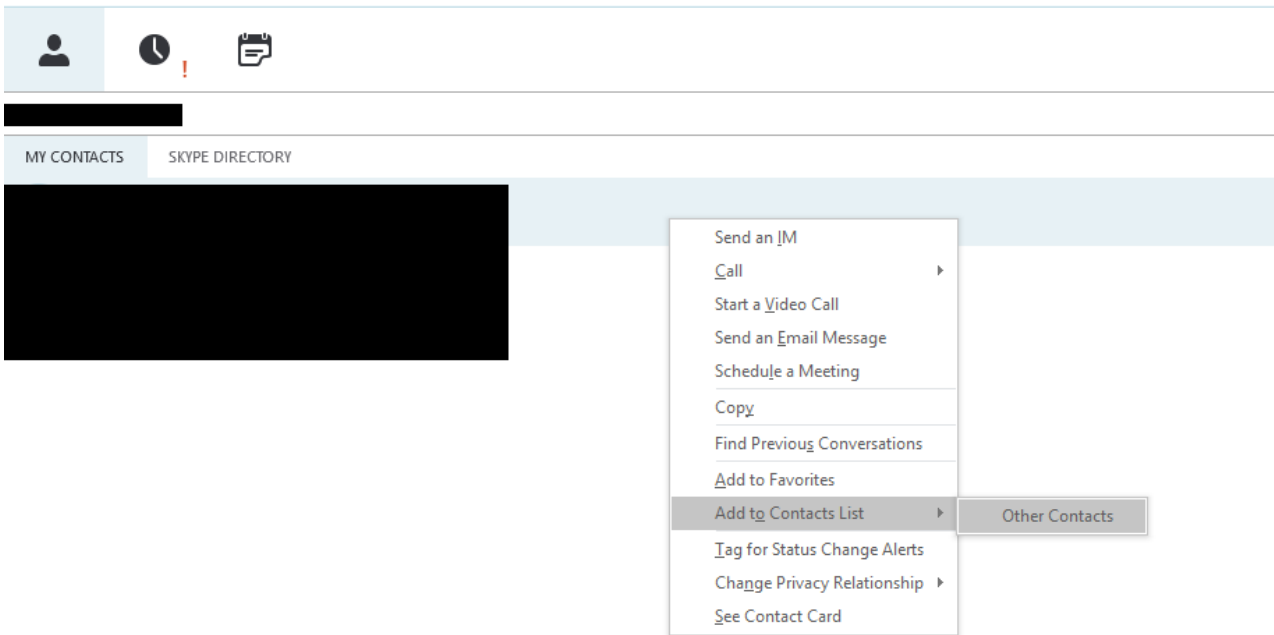


PHOTO 3

