






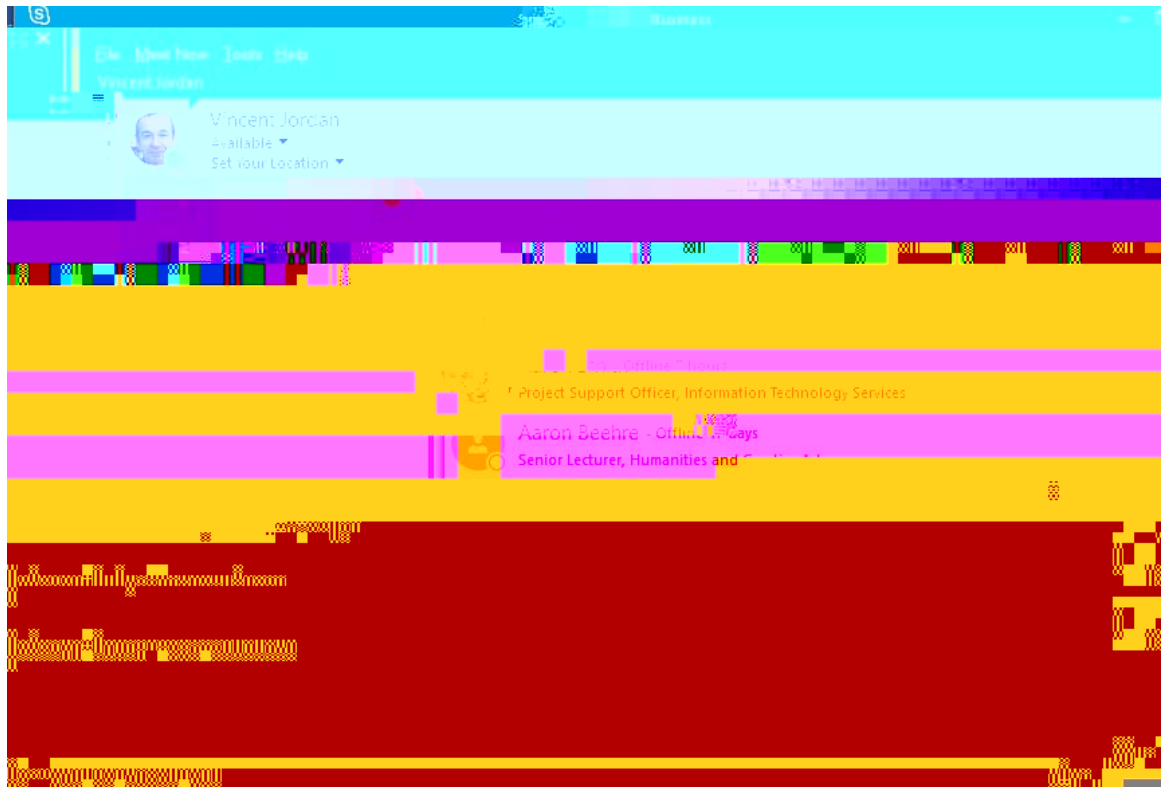
Microsoft Office

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

1. From Skype for Business click the  button as indicated below and then select #    :

2. A new group will be created which can easily be renamed by  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 you would like to add to the staff member, go to the "Add to group" button and select the group you have created, this will then add the person to your new group:

