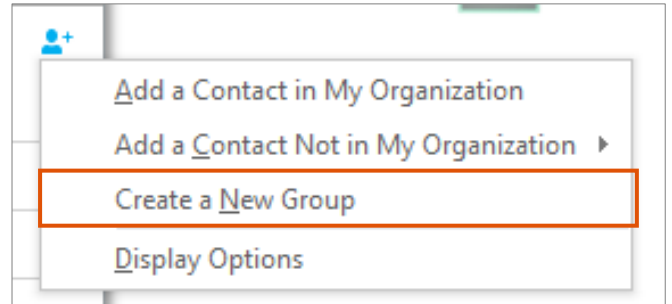


5. You can customize your Contact List and create groups.

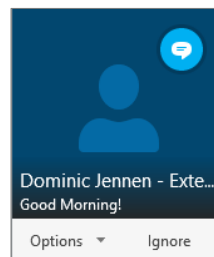
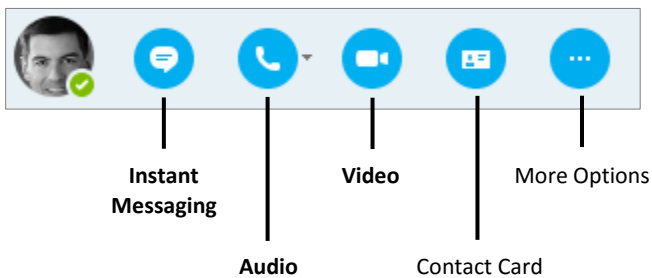
By default, Skype for Business provides 2 contact groups (Favorites and Other Contacts). Users can create and customize their own groups.

To create a new group, click on the  icon and select **Create a New Group**.



6. Users have 3 ways to communicate with each other.

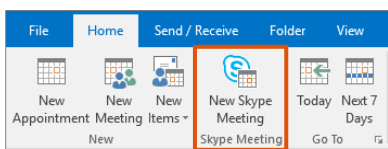
Skype for Business users can contact each other through instant messaging (chat), audio, and video.



Tip: Instant messaging is the least intrusive way to communicate with colleagues because the pop up messaging request from you is discreet and can be approved or ignored easily.

7. Skype for Business is connected with Outlook.

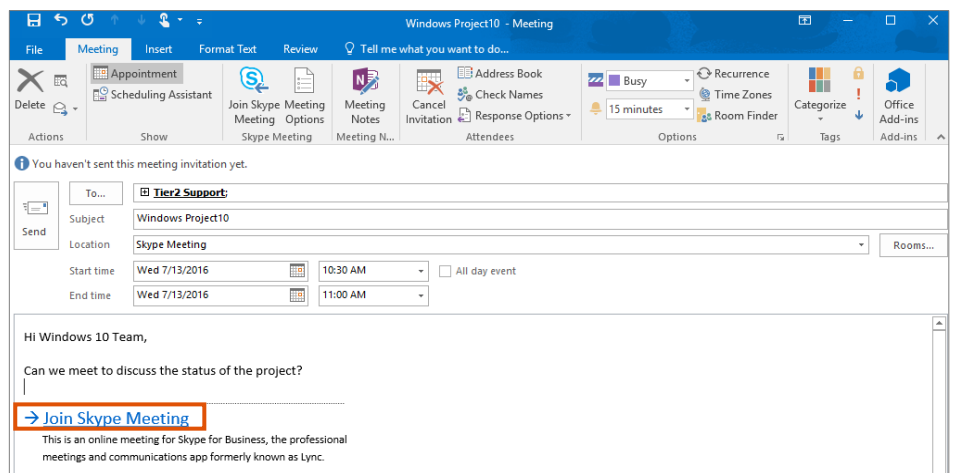
Once you've signed into your Skype for Business account, you will be able to Access all Century contacts and create new Skype for Business meetings.



Create a new Skype meeting under the Home tab in Outlook.



Outlook will automatically set your status in Skype for Business based on your calendar.



Skype meetings created through Outlook will include the meeting URL in the meeting invite.