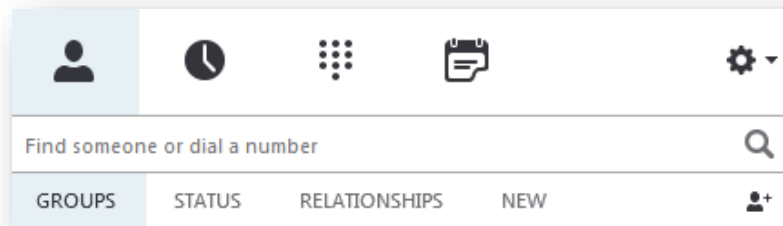


Contact List and Instant Messaging

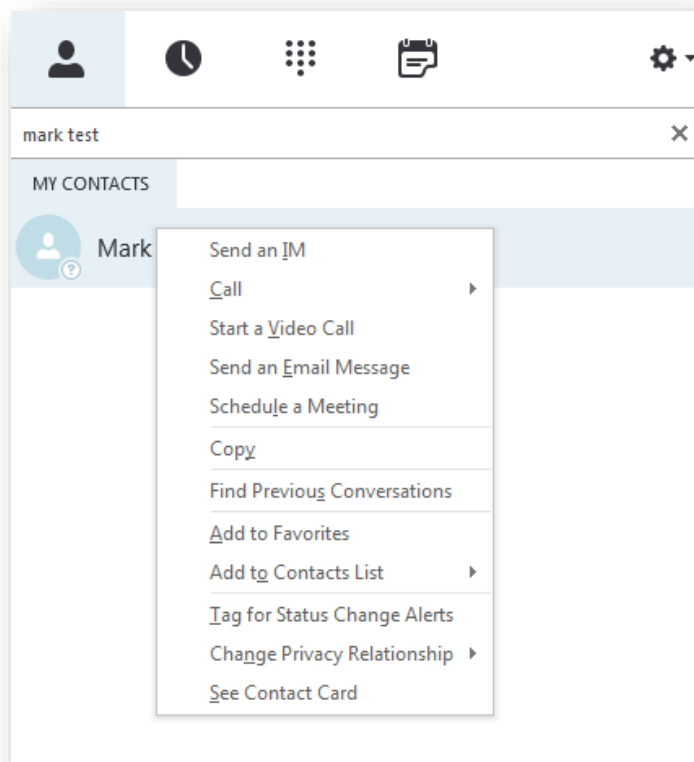
This document will describe how to build and maintain a Contacts List in Skype for Business and instant message your contacts.

Building Your Contact List

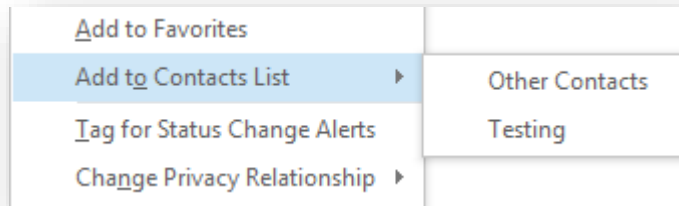
In the Directory of the Skype for Business window,



After you've found the contact you are looking for in the directory, right click on the name. You can send an IM, email, start a voice or video call, or schedule a meeting with this contact immediately.

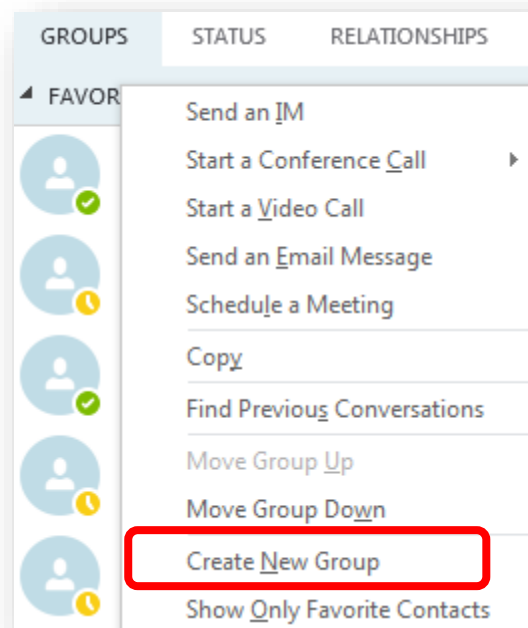


Click **Add to Contacts List** to have this contact listed on the main window of your Skype for Business profile. You can also click **Add to Favorites**, which will place the contact at the top your contacts list and allow for quicker access.

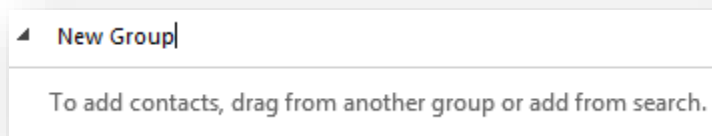


Organizing Your Contact List

To help manage a growing contact list, you can organize contacts into **Groups**. To create a new group, right click on a group that has already been created (like Favorites or Other Contacts).



Name your newly created group, and then drag your contacts into the group or add them through the search directory.



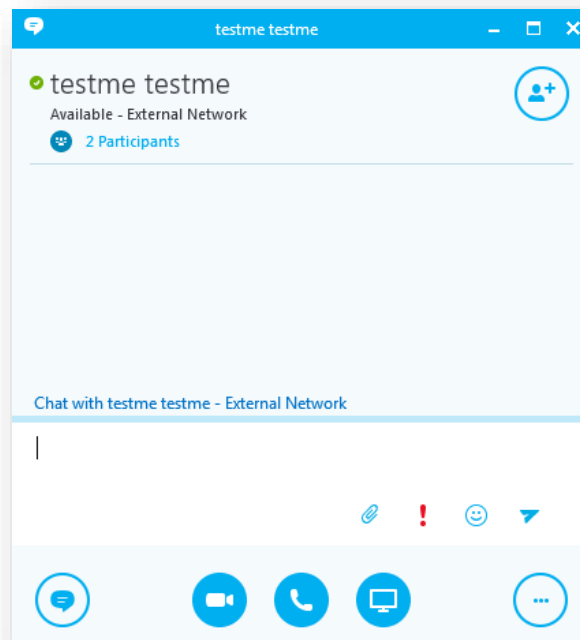
How to IM Your Contact

To IM your contacts, there are three different ways.

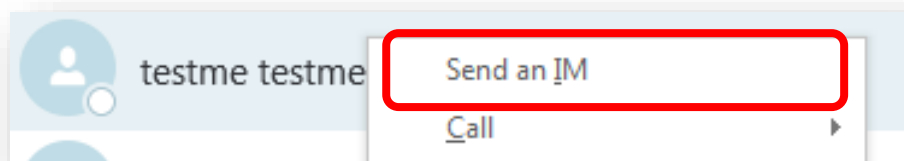
Hover over the contact picture and select the IM button that appears in the Quick Skype for Business bar.



Double click on the contact and the IM chat box will pop up.

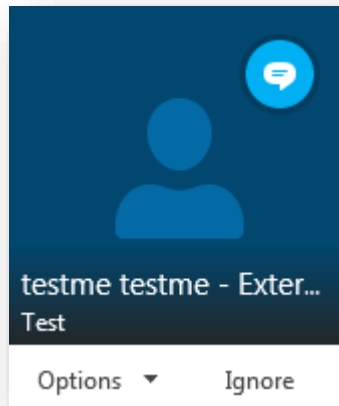


Right-click on the contact and select **Send an IM**.



Responding to an IM

When you receive an IM, a blue alert box will pop up on your screen. You can choose to accept the IM by clicking the box, ignore it by clicking **Ignore**, or set your availability to **Do Not Disturb** by clicking **Options**.

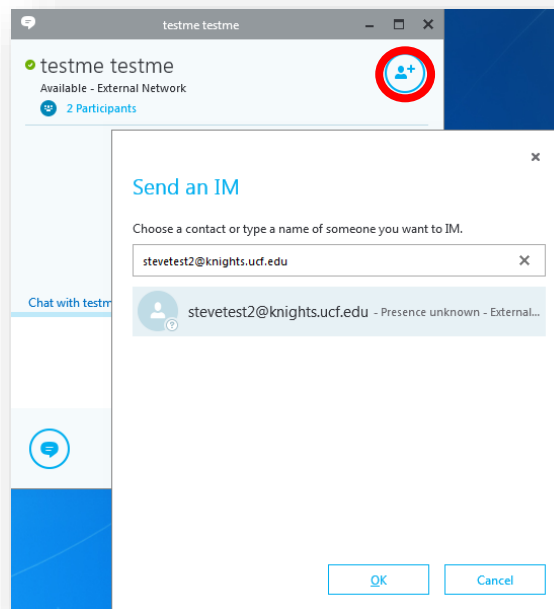


Group Chats

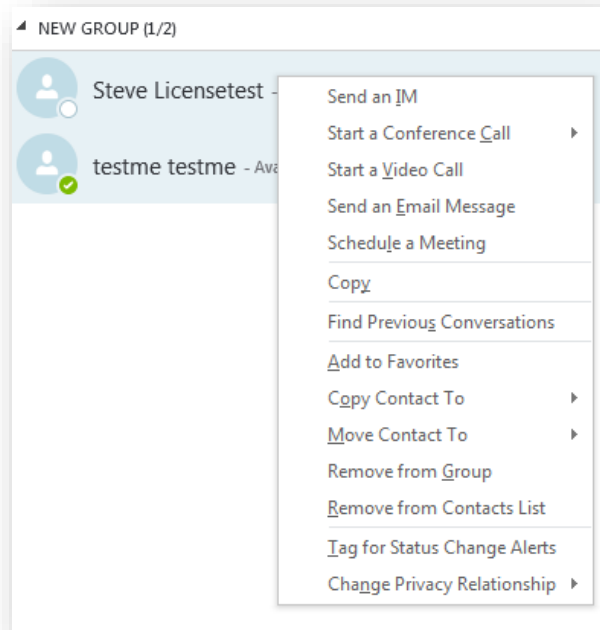
To IM more than one person, there are three ways to build a group chat.

You select a contact you want to be in the chat and open the IM box. Then click on the Add Participants button to invite more people.

In the search bar, find the contacts you wish to add to the chat.



You can click on a contact to highlight it, and then press and hold the **Control** button on your keyboard. Then click on other contacts you wish to add to the chat, right click on one of the contacts you have highlighted, and select **Send an IM**. This will create a group chat as well.



Finally, you can create a group chat with an entire group by simply right clicking on the group you want to chat with, and then select **Send an IM**.

