

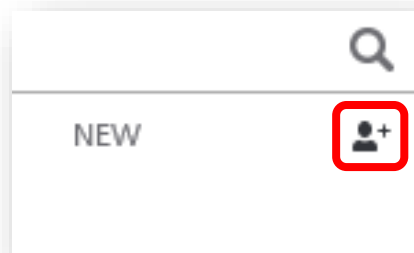
Skype for Business – Adding Knights Email Accounts

Requirements for adding Knights Email Accounts to your Contact List:

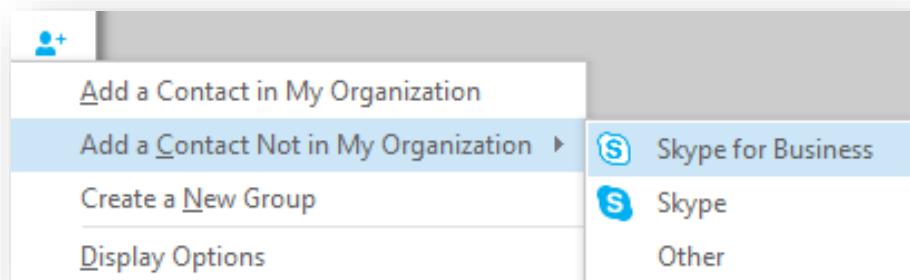
The Skype for Business systems for faculty and students are federated entities. A faculty member must add a student first before a student can add a faculty member to their Contact List. Once the student has been added by a faculty member, the student can then add the faculty member and communication can occur.

For extra instruction on adding an external contact to your Skype for Business Contact List, click [this link](#) or, select Help in the Skype for Business main window and then click Skype for Business Help.

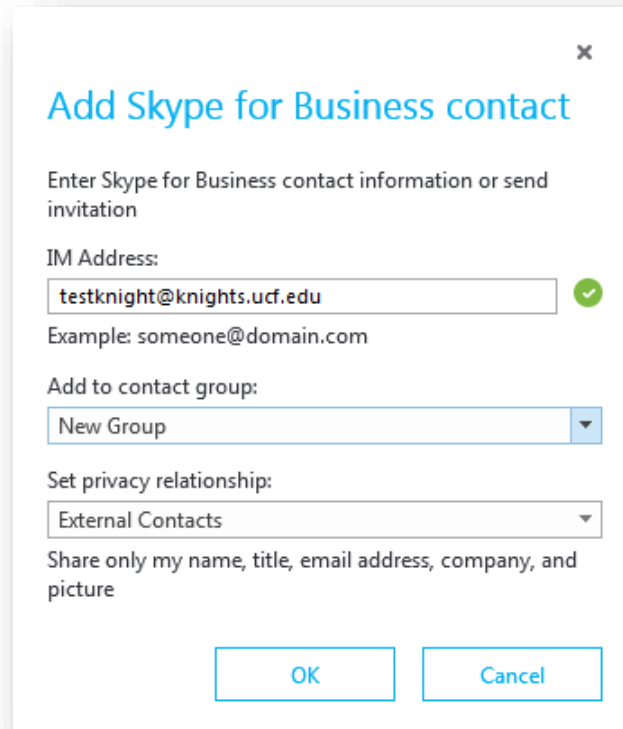
To add a Knights Email account to your Skype for Business Contact List, click the Add Account icon.



Select **Add a Contact Not in My Organization** and then click **Skype for Business**.



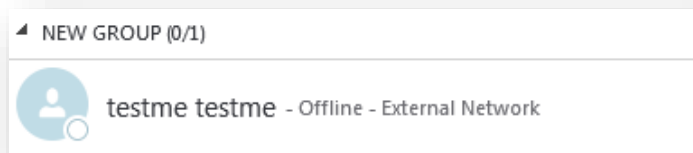
Then type in the address you wish to add to your Contacts List, select a group to place it in, and click OK.



The dialog box is titled "Add Skype for Business contact" and contains the following fields and options:

- IM Address:** A text input field containing "testknight@knights.ucf.edu" with a green checkmark to its right. Below it is the example "Example: someone@domain.com".
- Add to contact group:** A dropdown menu with "New Group" selected.
- Set privacy relationship:** A dropdown menu with "External Contacts" selected.
- Share only my name, title, email address, company, and picture:** A checkbox that is currently unchecked.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

The contact will then be placed into the group you selected in your Contacts List.



If you have previously added a Knights Email address that you removed and wish to add again, you can use the search bar at the top of the Skype for Business client window.

