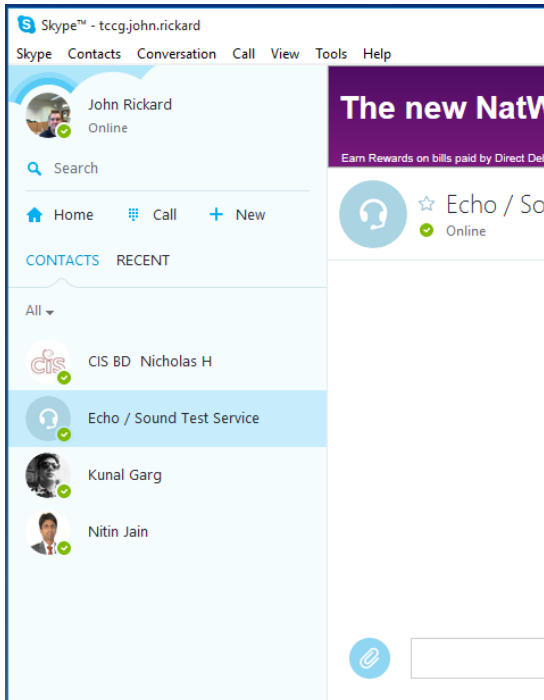


Adding a Skype contact to Skype for Business

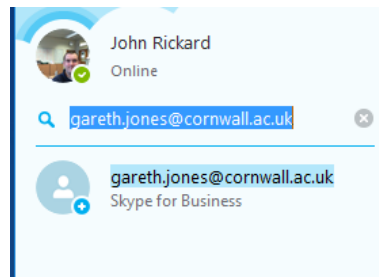
[From Skype to SfB](#) | [From SfB to Skype](#)

From Skype to Skype for Business



In the main Skype window, click in the search bar

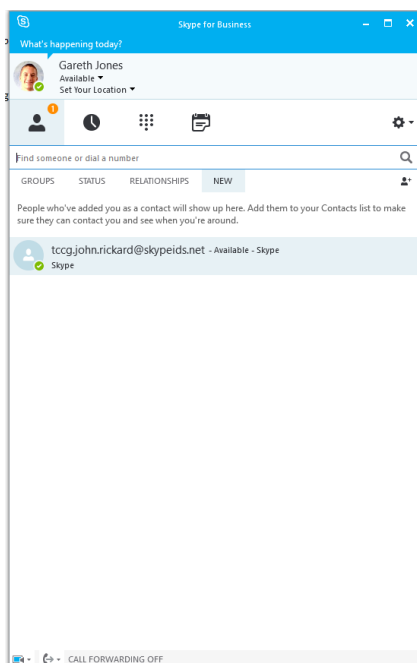
Type the email address of the Cornwall College contact
E.G [Gareth.jones@cornwall.ac.uk](mailto:gareth.jones@cornwall.ac.uk)




A result should be returned saying Skype for Business underneath.

Right click on the result and select "Add to Contacts"

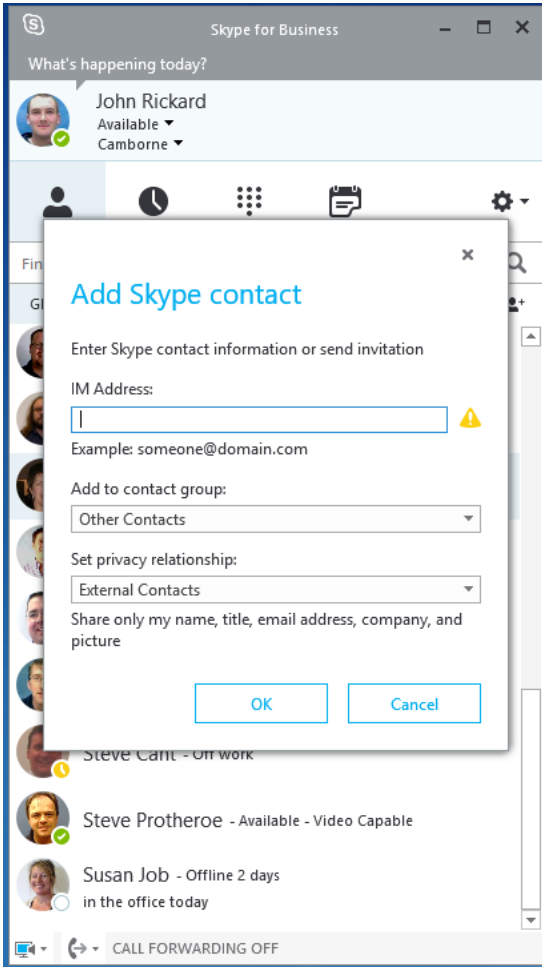
In the remote persons Skype for Business window they will see a new contact. Once this appears they can add the person into a contact group and start communications with you.



Adding a Skype contact into Skype for Business

In Skype for Business, click the add contact button 

Select *Add a contact not in my organisation* then select *Skype*



Now type in the contacts Skype email address.

If typing the persons email address doesn't work, try using their Skype ID followed by @skypeids.net

Select a contact group you'd like to add the person to

Click *OK*

The user will then be added to the group you selected and the other end user will get a contact request from you. They **must** accept your request before you can start calling and IM'ing them.

