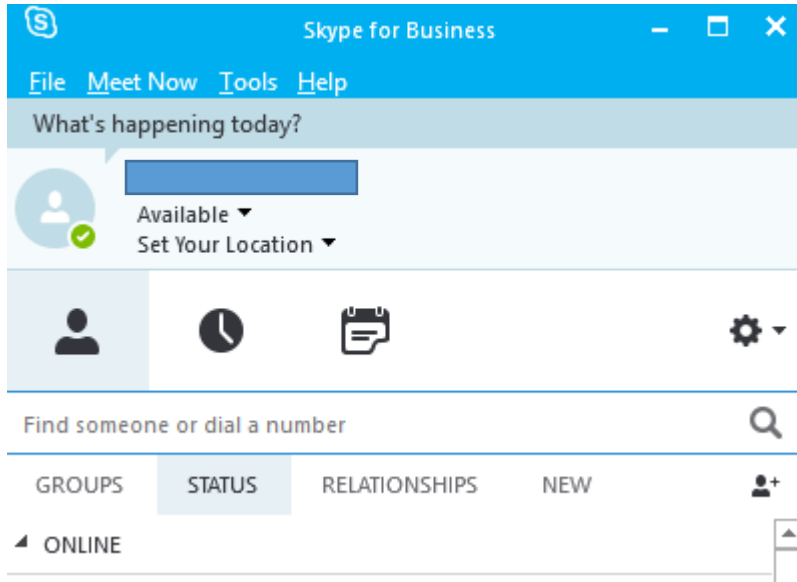
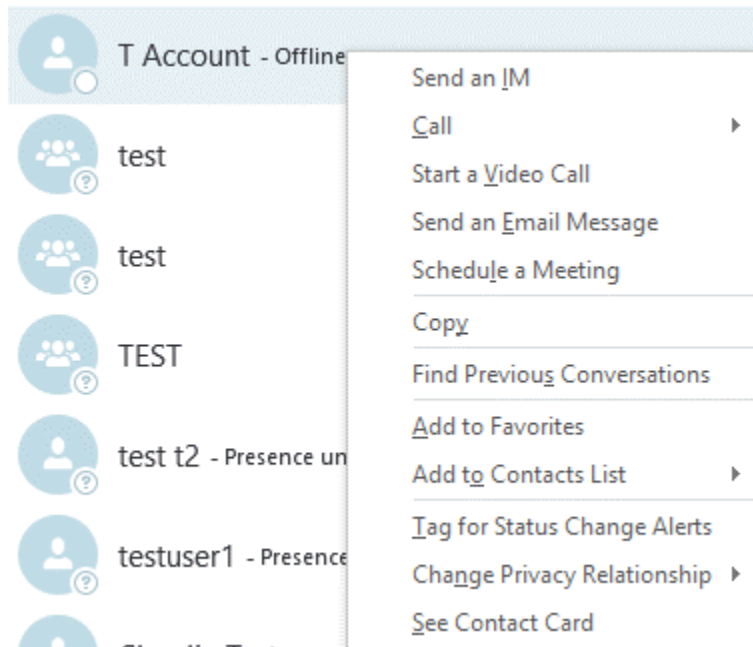



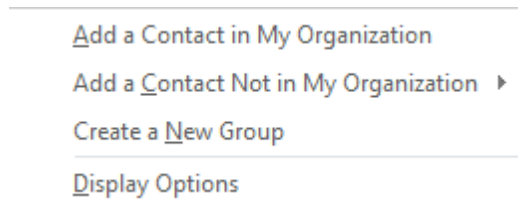
With Skype for Business, your contacts will not carry over. Now, contacts must be added manually by their `userid@villanova.edu` (jdoe01@villanova.edu) via the search bar.



When finding the contact, right click on their name to add them to your Contact list.



Also, clicking the  icon allows for an alternative way to add contacts. After clicking the icon, chose search for contacts within your organization.



Also, you can Create a New Group, which allows you to make a new group and add contacts to the desired group.