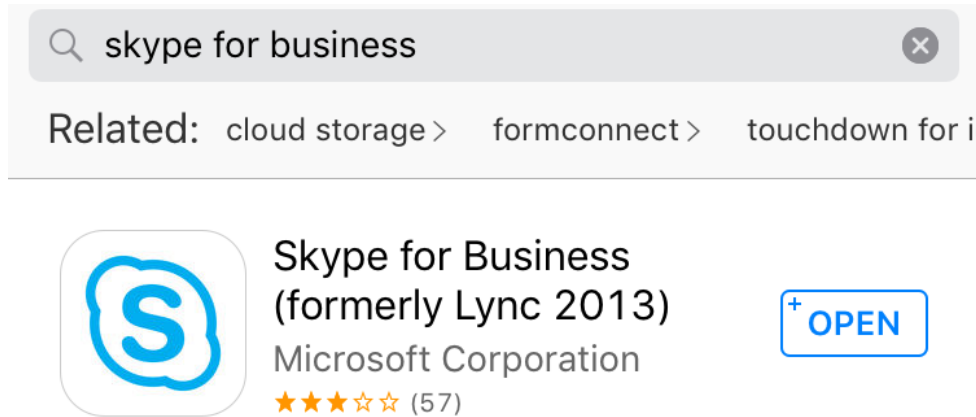
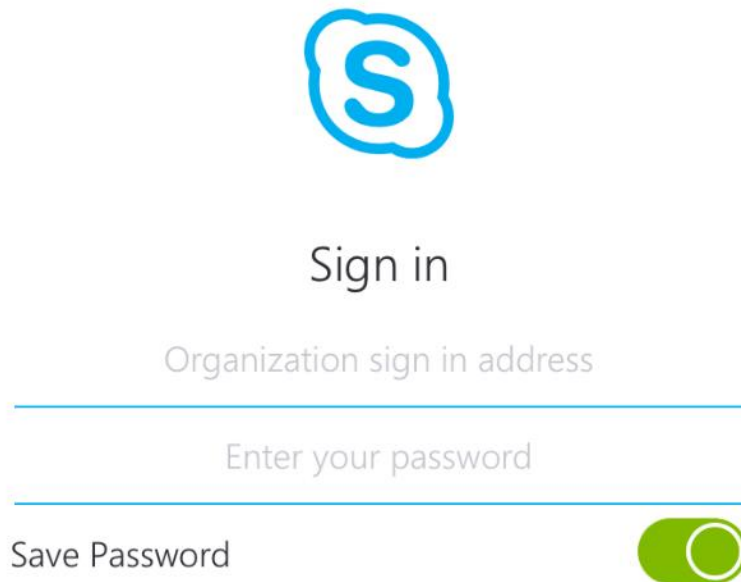


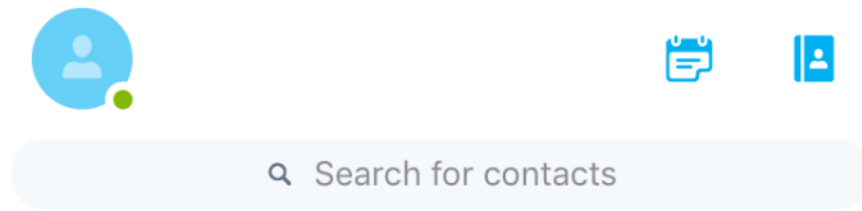
When installing Skype for Business on your mobile device, go to the App Store/Google Play Store and chose the Skype for Business app.



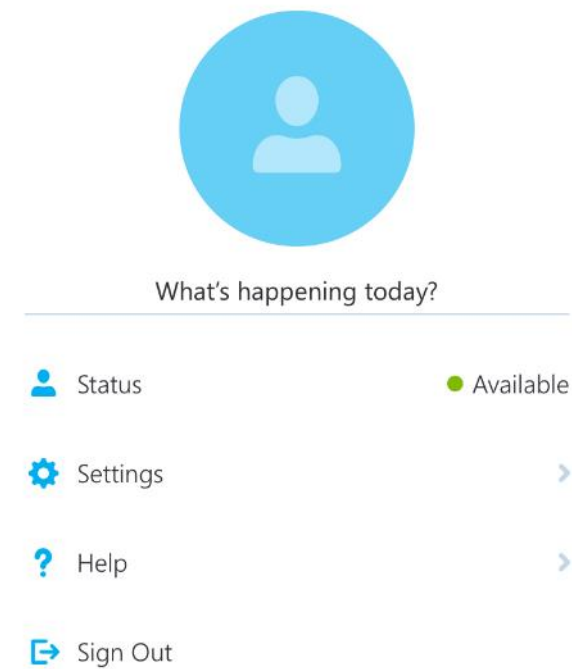
Log in with your username@villanova.edu credentials.




When first downloading the app, this will be the first screen you'll see, including previous conversions.



Clicking on the person icon  you will see your account.



Clicking on the calendar icon  will show you your meetings for the day.

Meetings



Your meetings will appear here

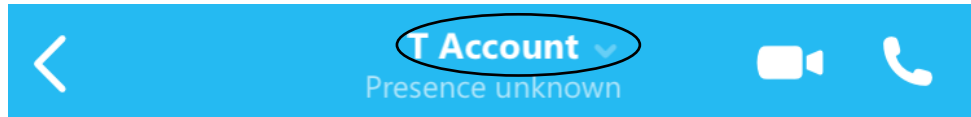
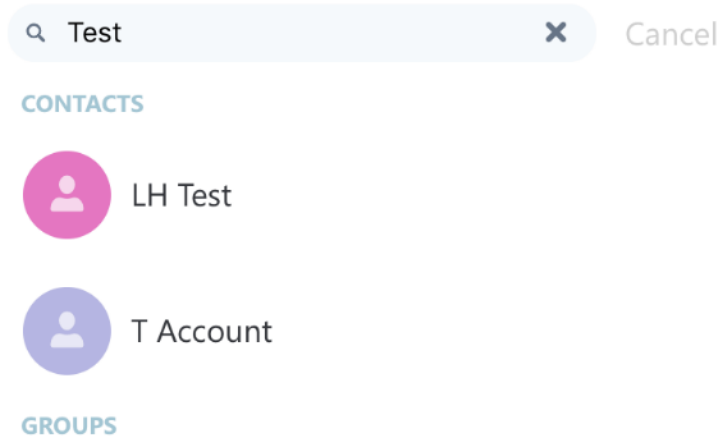
The address book icon  will show you your contacts.

To add contacts, go to your recent conversation list and type the person you are trying to find. This will allow you to add people/groups.



🔍 Search for contacts

By tapping on the name of the person, you can message them and add them to your contact list by tapping on the drop down arrow by the name.



Choose See Contact Card to pull up the person and add them to your contact list/favorites.

