



Adding Contacts 1

1

To add a new contact, click within the search bar which reads 'Find someone or dial a number.'

This ingenious bar connects to the entire PUC database.

Adding Contacts 2

2

Once the desired contact pops up, right click on the name, hover over 'Add to Contacts list,' and select a group to deposit your splendid new contact info.

- Send an IM
- Call
- Start a Video Call
- Send an Email Message
- Schedule a Meeting
- Copy
- Find Previous Conversations
- Add to Favorites
- Add to Contacts List
- Tag for Status Change Alerts
- Change Privacy Relationship
- See Contact Card

- Other Contacts
- The Bodacious Group

3



Adding Contacts 3

3

If you wish to add a contact to a speed dial button on the physical Polycom phone, right click on the contact name and select 'Add to Favorites.'

- Send an IM
- Call
- Start a Video Call
- Send an Email Message
- Schedule a Meeting
- Copy
- Find Previous Conversations
- Add to Favorites**
- Copy Contact To
- Move Contact To
- Remove from Group
- Remove from Contacts List
- Tag for Status Change Alerts
- Change Privacy Relationship

Using Groups 1

1

To add a new contact group, click this button and select 'Create a New Group.'

- Add a Contact in My Organization
- Add a Contact Not in My Organization
- Create a New Group**
- Display Options

2

Your fabulous new group will appear at the bottom of the contact list.



Using Groups 2

Skype for Business

I'm sorry ITSS; I'm afraid I can't do that.

PUC ITSS Help Desk
Available
In the Dungeon Under the Library

Find someone or dial a number

GROUPS STATUS RELATIONSHIPS NEW

FAVORITES

DELEGATES

OTHER CONTACTS (4)

NEW GROUP (0)

To add contacts, drag from another group or add from search.

If you wish to rename your lovely new contact group, right-click on the new group and select 'Rename Group.'

- Send an IM
- Start a Conference Call
- Start a Video Call
- Send an Email Message
- Schedule a Meeting
- Copy
- Find Previous Conversations
- Move Group Up
- Move Group Down
- Rename Group**
- Delete Group
- Create New Group

Using Groups 3

Skype for Business

I'm sorry ITSS; I'm afraid I can't do that.

PUC ITSS Help Desk
Available
In the Dungeon Under the Library

Find someone or dial a number

GROUPS STATUS RELATIONSHIPS NEW

FAVORITES

DELEGATES

OTHER CONTACTS (3)

UNSAVORY CHARACTERS (1)

Christopher C. Vance - Available - Video Capable
At ITSS

THE BODACIOUS GROUP (0)

To add contacts, drag from another group

Alternatively, click and drag a contact out of one group and deposit it into another.

- Send an IM
- Call
- Start a Video Call
- Send an Email Message
- Schedule a Meeting
- Copy
- Find Previous Conversations
- Add to Favorites
- Copy Contact To
- Move Contact To**
- Remove from Group
- Remove from Contacts List
- Tag for Status Change Alerts
- Change Privacy Relationship

- Other Contacts
- The Bodacious Group**
- Unsavory Characters

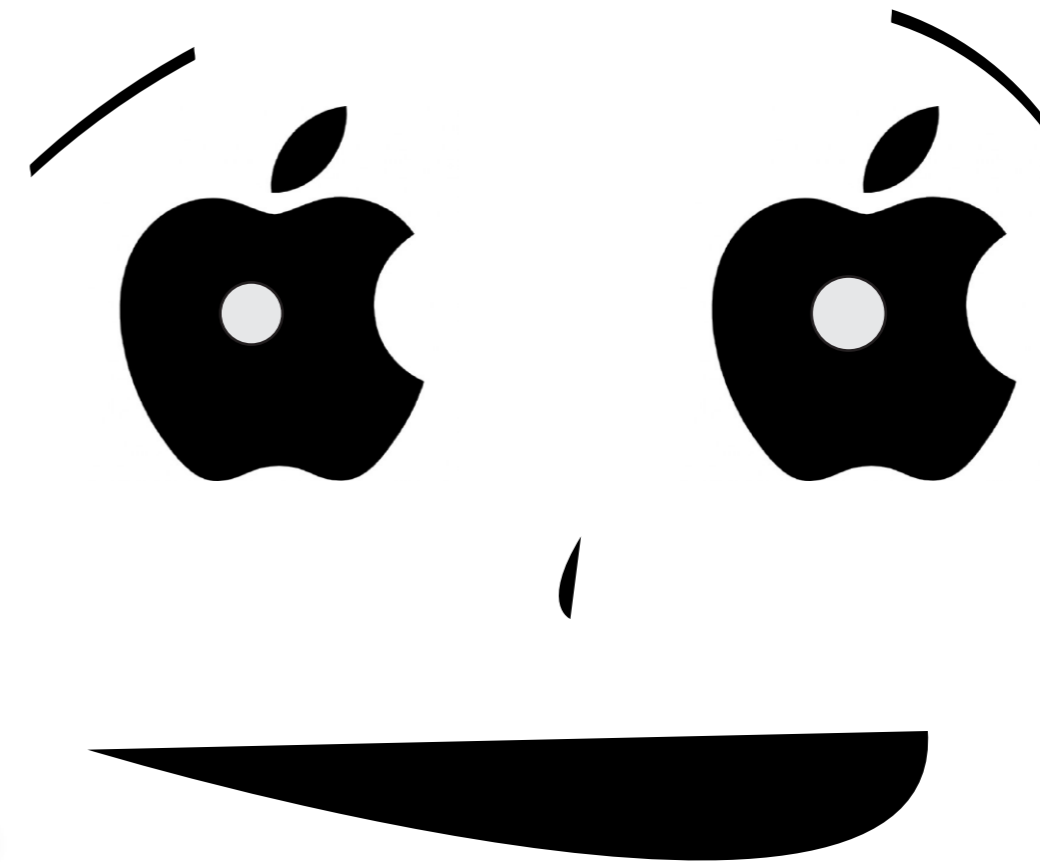


Using Groups 4

The screenshot shows the Skype for Business interface. The contact list on the left includes 'PUC ITSS Help Desk', 'UNSAVORY CHARACTERS (0)', and 'THE BODACIOUS GROUP (1)'. A context menu is open over the 'UNSAVORY CHARACTERS' group, with the 'Delete Group' option highlighted. A red arrow points from a text box to the 'Delete Group' option. Another red arrow points from the text box to the 'UNSAVORY CHARACTERS' group header. A blue arrow points from the right side of the page towards the contact list. A pink arrow points from the right side of the page towards the bottom of the contact list.

To delete antiquated groups, right-click on an undesired category and select 'Delete Group.'

See Next Page for Mac Tutorial



Adding Contacts (Mac) 1

Skype for Business is designed with a slightly different interface on Mac computers, so let's view how to bolster your contact list while using Apple devices.

First, select 'Contacts' from the side menu.

Adding Contacts (Mac) 2

Search for the name of the individual whom you want to add. As long as they are registered in the PUC system, their contact information will leap to the page.

Right-click on the name below the search bar and select 'Add Contact!'

Adding Contacts (Mac) 3

The screenshot shows the contact card for Christopher C. Vance. A context menu is open over the contact's name, listing options: Send Instant Message, Start Call, Start Video Call, Send Email..., Schedule Meeting..., Groups, Favorites, and Remove Contact. The 'Groups' option is highlighted, and a sub-menu is open showing 'Favorites' and 'The Bodacious Group' as options. A red arrow points from the 'Groups' option in the main menu to the 'Favorites' option in the sub-menu.

To swap a contact from one group to another, right-click their name, hover the cursor over 'Groups,' and select the desired category.

Adding someone to 'Favorites' will assign them to a speed dial button on your Polycom phone.

Adding Contacts (Mac) 4

The screenshot shows the same contact card for Christopher C. Vance. The context menu is open, and the 'Remove Contact' option is highlighted at the bottom. A red arrow points from the contact's name to the 'Remove Contact' option.

To remove a contact, right click on their name and click 'Remove Contact.'