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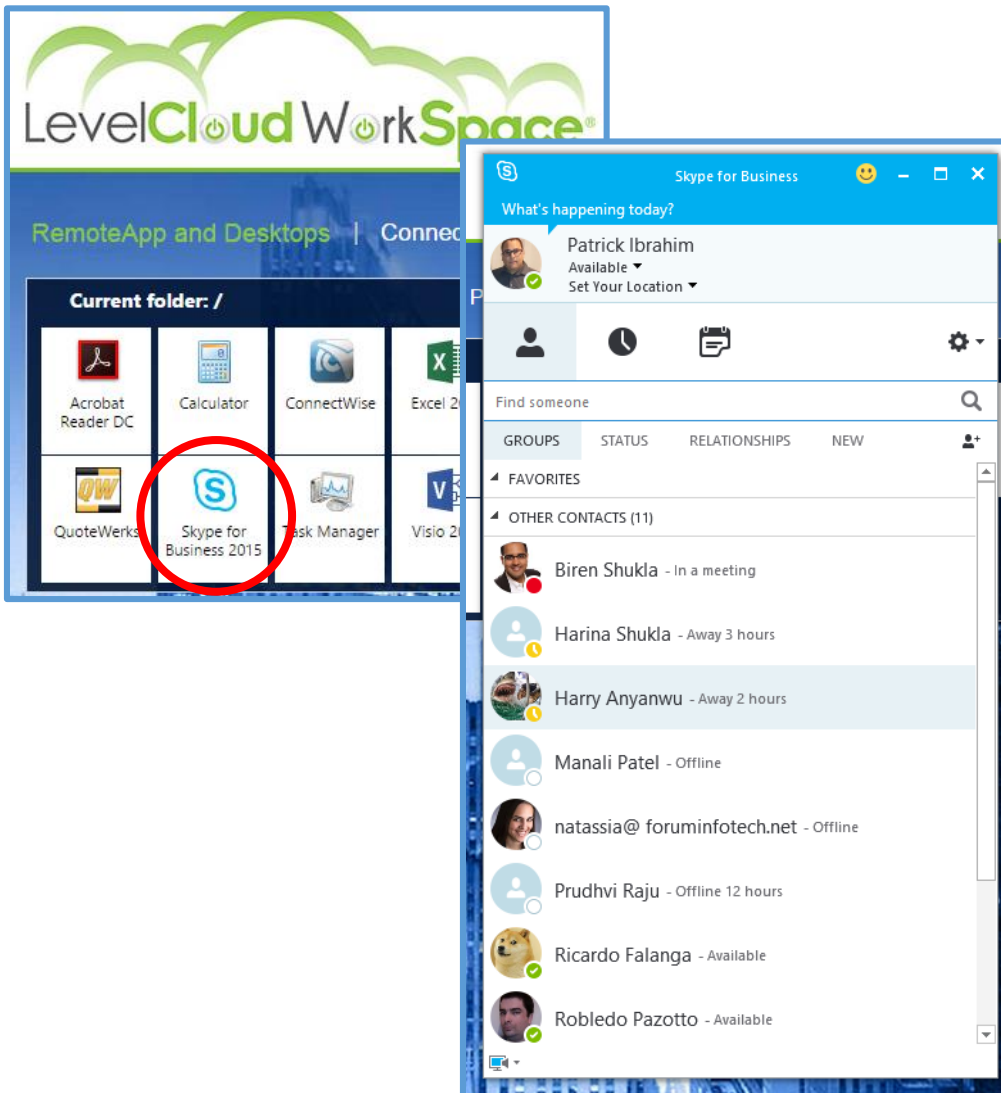
## Using Skype for Business

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Skype for business is an effective tool for communicating with individuals both inside and outside your organization. Follow these steps to learn how to use Skype for Business.

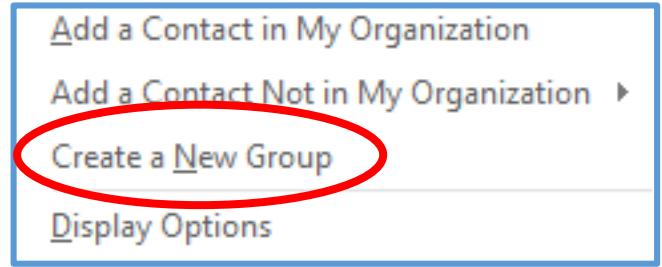
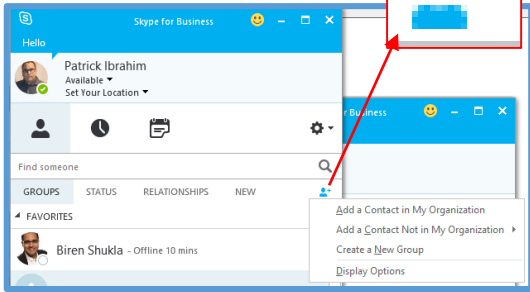
### Step 1:

Open Skype for Business from the LevelCloud Dashboard.

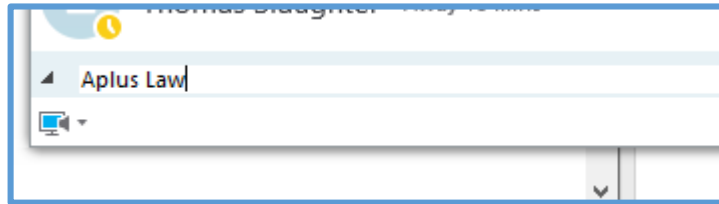


**Step 2:**

To create groups, simply click the  icon, and select **“Create a New Group”**

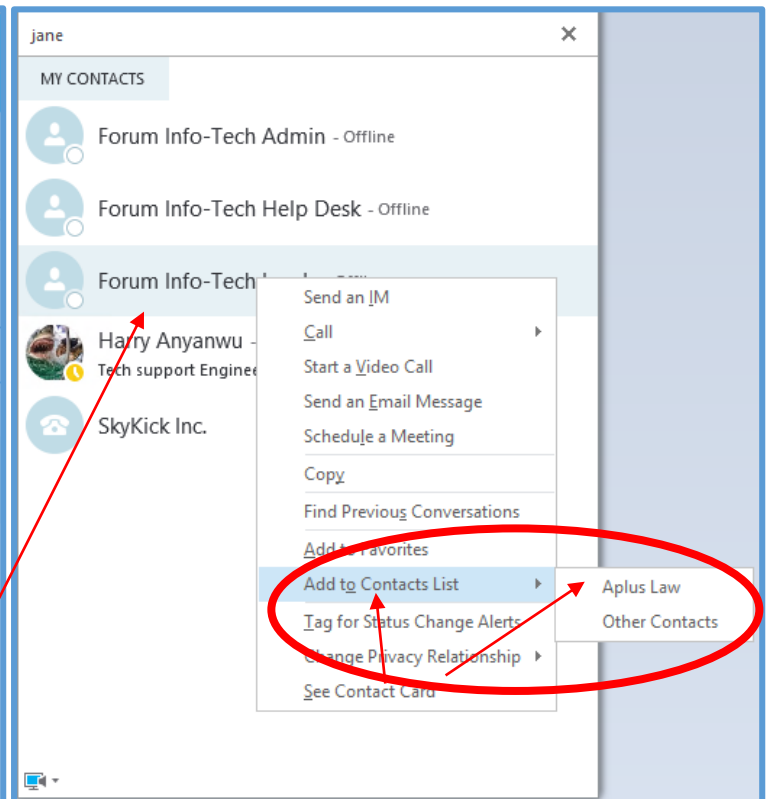
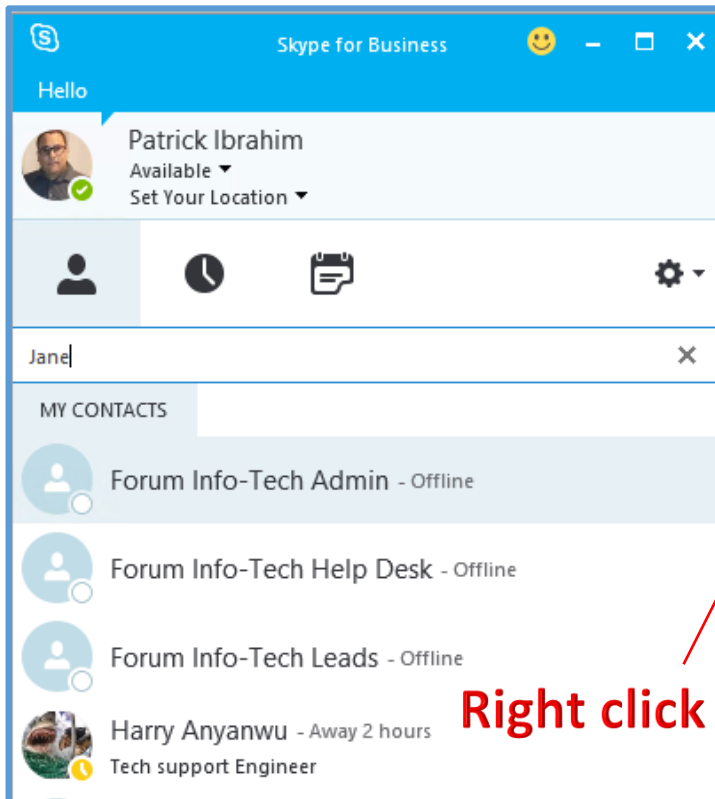


**Type** the name of your new group

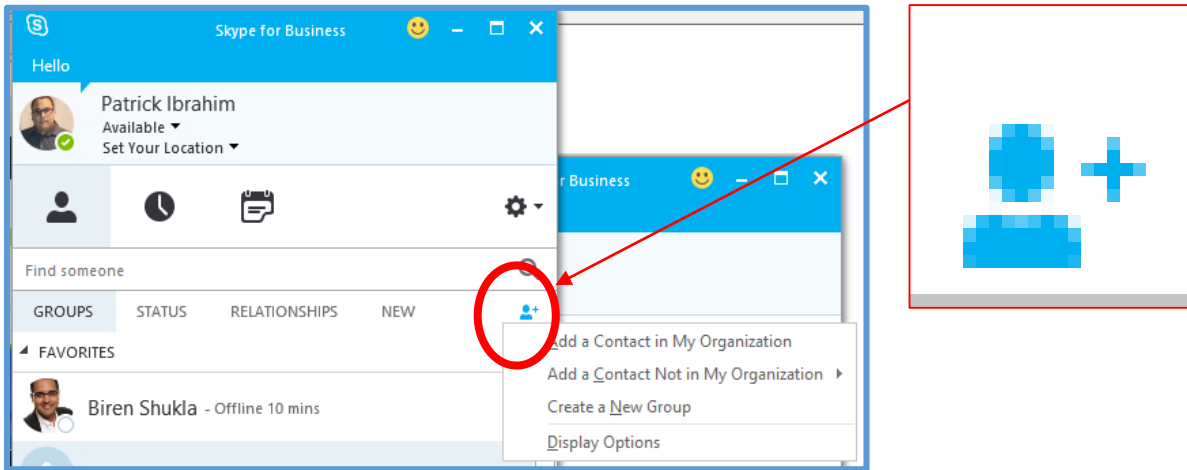


**Step 2:**

To search for contacts, simply **type a name** in the search box as shown. When the name or contact appears, Right click and select **“Add to Contacts.”** And select a **sub group** if you have created one.

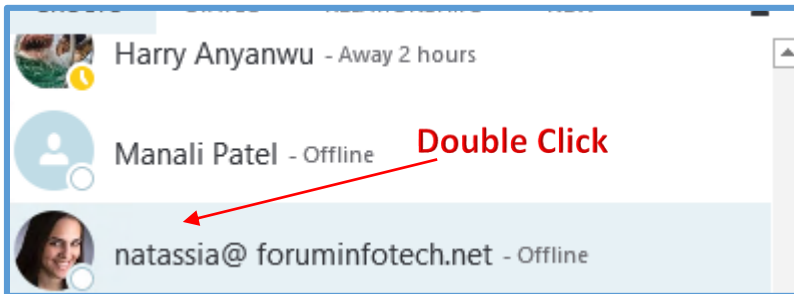



You can also add contacts by clicking the icon shown below:



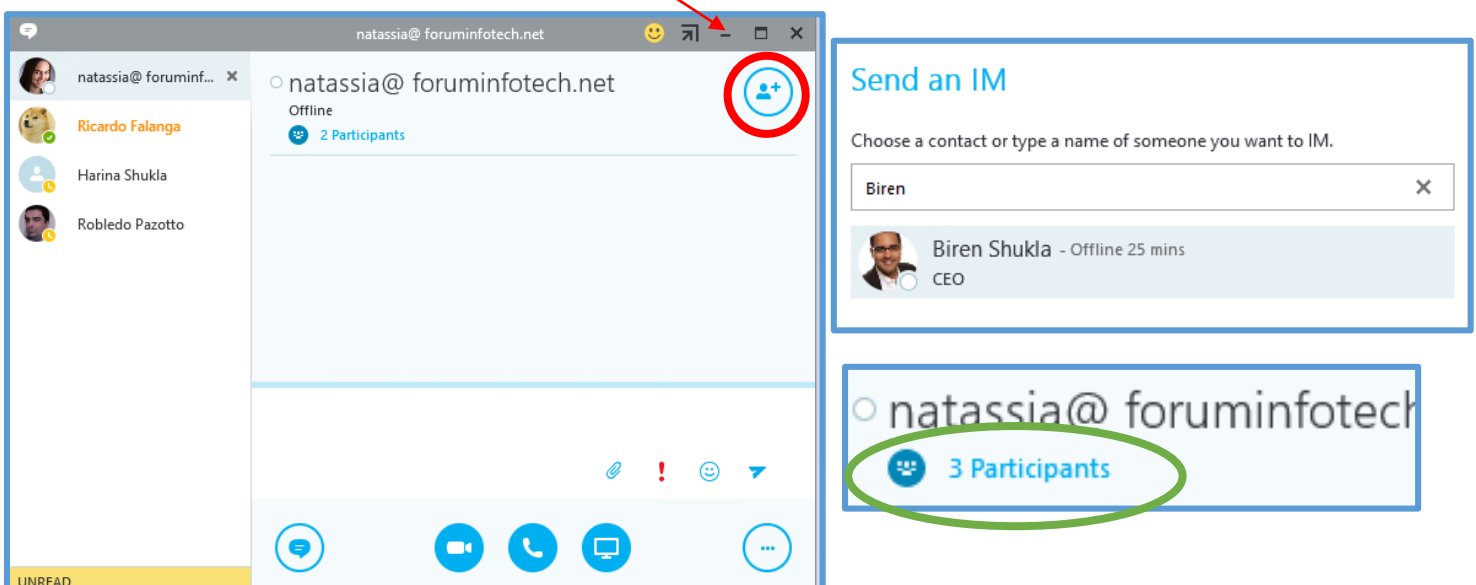
By clicking the option shown above, you can **add contacts by searching**, or create groups.

Initiating a chat is fairly simple, simply double click any contact and start typing a message.



For group messaging, click the  icon and add contacts to the group chat. **Type** a name, and click ok, and you will be chatting with multiple people.

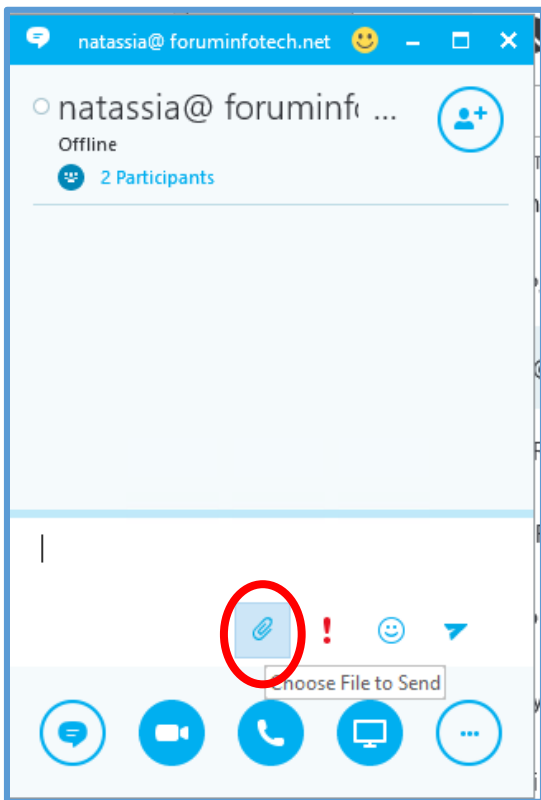
You can see how many people you are chatting with by looking at the number of participants, circled in green below.



While chatting with someone, you can also video chat with them, call them, conduct a presentation, and even send files.

By clicking the paperclip icon circled in red below, you can send files directly to the individual via Skype for Business.

**NOTE: once you double click a file to attach, it will immediately send, so be sure you select carefully.**



For Questions and Comments, please reach out to the LevelCloud Technical team by calling:

**(951) 256-4070**

Or by emailing the team:

**cloudhelp@foruminfotech.net**