Setting up a Contact for a Skype Call

Use this guide to add a Skype for Business or Skype Contact.

When you have Skype for Business open, click on the ‘Add Contact’ icon to begin. (Figure 1)

To add a contact who has a Skype for Business account select the ‘Add a Contact Not in My Organization’ then the ‘Skype for Business’ (Figure 2)
A new window will appear to add the Skype for Business IM Address, it will be the person's email address associated to the account.

Select where you would like to add the contact to and privacy setting. (Figure 3)

To add a contact who has a regular Skype account select the 'Add a Contact Not in My Organization' then 'Skype' (Figure 4)
Search for the Skype contact by name and make sure the ‘Skype Directory’ is highlighted for the search. (Figure 5)

Hover over the contact and select the ‘Add Contact’ icon. (Figure 6)

A new window will appear notifying you that a request to add the contact was sent. (Figure 7)

Note: Notify your candidate that they should anticipate a request to add them on Skype.
The new Skype contact will appear in your list as ‘pending’. Once the contact accepts your invitation, you will see the status change. (Figure 8)

To begin a video call, hover over the contact and select the ‘Video’ icon. (Figure 9)

A new window will appear and will broadcast the call. (Figure 10)
To view or test your video settings, select the ‘Options’ icon and a new window will appear. (Figure 11)

In the list of options, select the ‘Video Device’ tab to review your setting. (Figure 12)