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The quickest way to contact your team is to create a group within Skype for Business

1. From Skype for Business click the button as indicated below and then select #  
V 8 :

2. A new group will be created which can easily be renamed by your group with your mouse:

3. Then search for a staff member who you would like to add to your group:



4. Once you have found the member of staff  the staff member, go to  #  and select the group you have created, this will then add the person to your new group:

