Skype for Business

Fix for connecting to other housing staff

If there are housing staff that you cannot see the status of or connect to communicate with, please try the following steps:

1. Click the “Add a Contact” button in Skype

2. Select “Add a Contact Not in My Organization”
3. Enter the full housing email address of the Housing staff member that you are adding and then click OK.

4. The user should now be recognized in the Skype 2016 online directory.

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