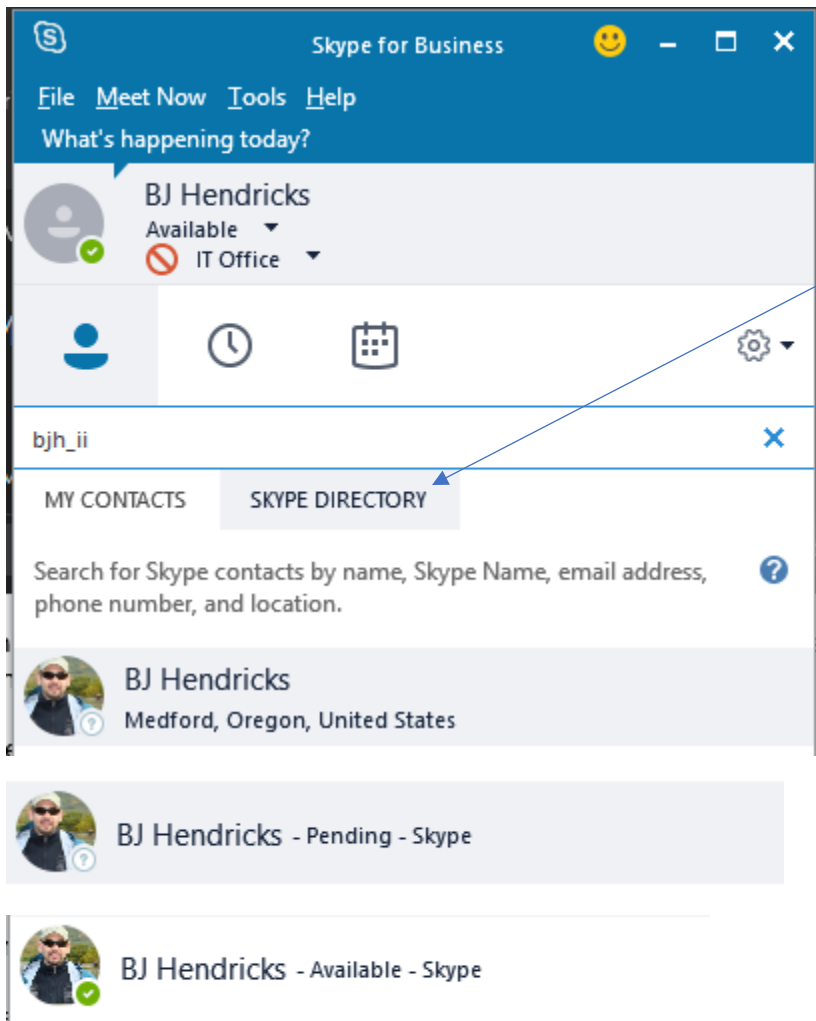


Open Skype for business.

Log in with your MRG email credentials.

Enter the Skype ID in the **Find someone** box.



Click on the **SKYPE DIRECTORY**.

Locate the user in the list.

Right-click on the user and select **Add to Contacts**.

The user must accept your request to add them as a contact. Will show as Pending until accepted.

Once it shows as Available, you can then make the call or video call by right-clicking on contact.