Skype – Conference Call Setup

All conferencing use must be in line with council policy

- 1. Open up Skype
- 2. The Sign-in address is for each user is their username + "@eastrenfrewshire.gov.uk"



3. Click the Person Icon as highlighted in the red square to create a new Group

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4. Name the newly created group.



5. Search for the Contact or Contacts you wish to call.



6. Right-Click on the contact then "Add to Contacts List" and then to new group you just created which for this guide is "Conference Call"

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7. The contact will now appear in the group.



8. Repeat Steps 5 and 6 to add the remaining Contacts to the group.

9. To start a conference call, Right-Click on the group name and select "Start a Conference Call" and then click "Skype Call".

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