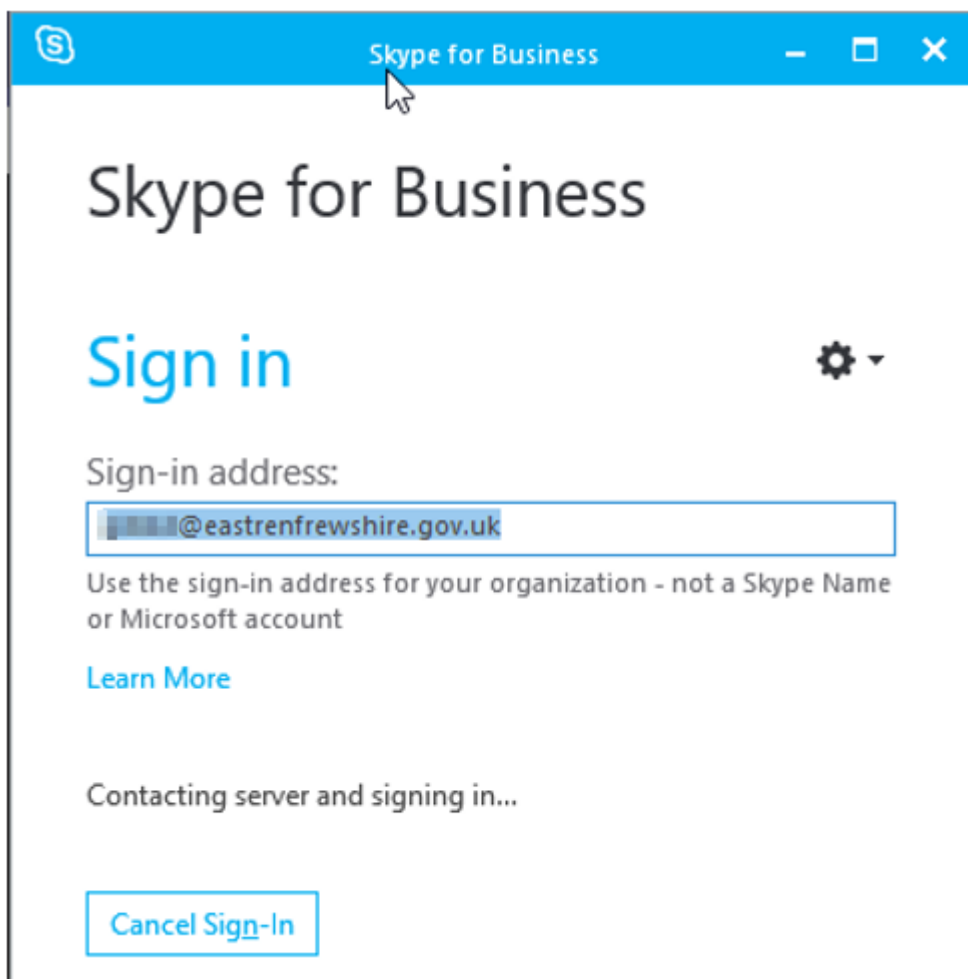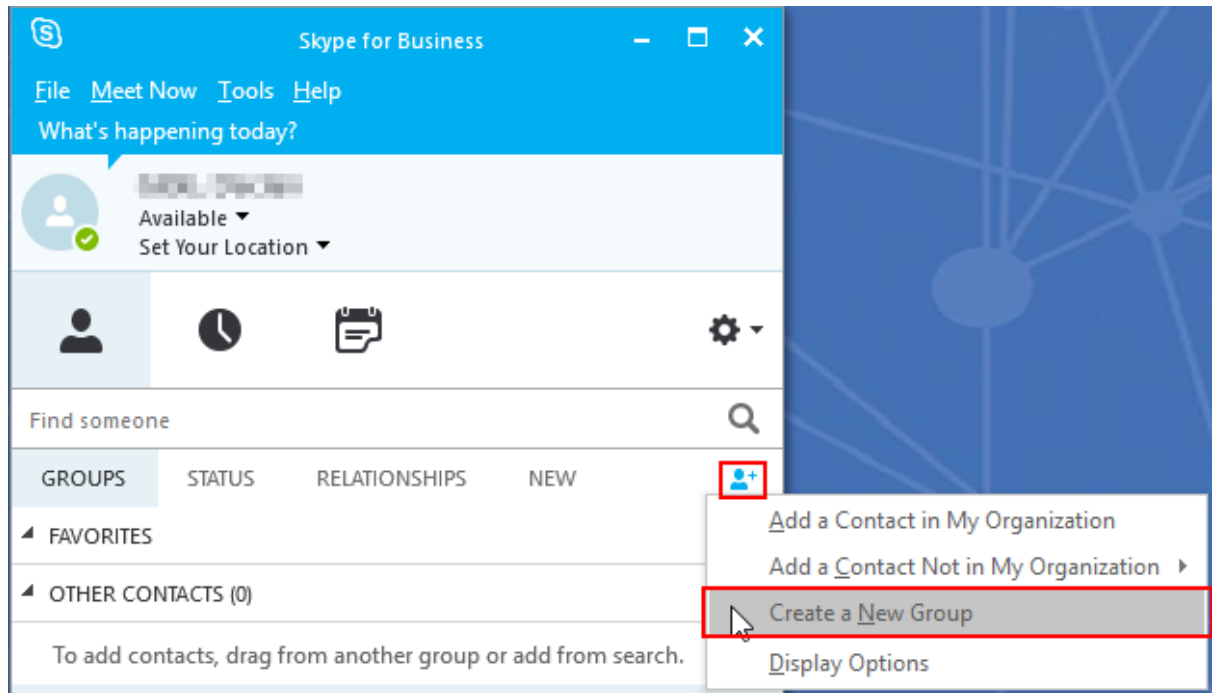**Skype – Conference Call Setup**

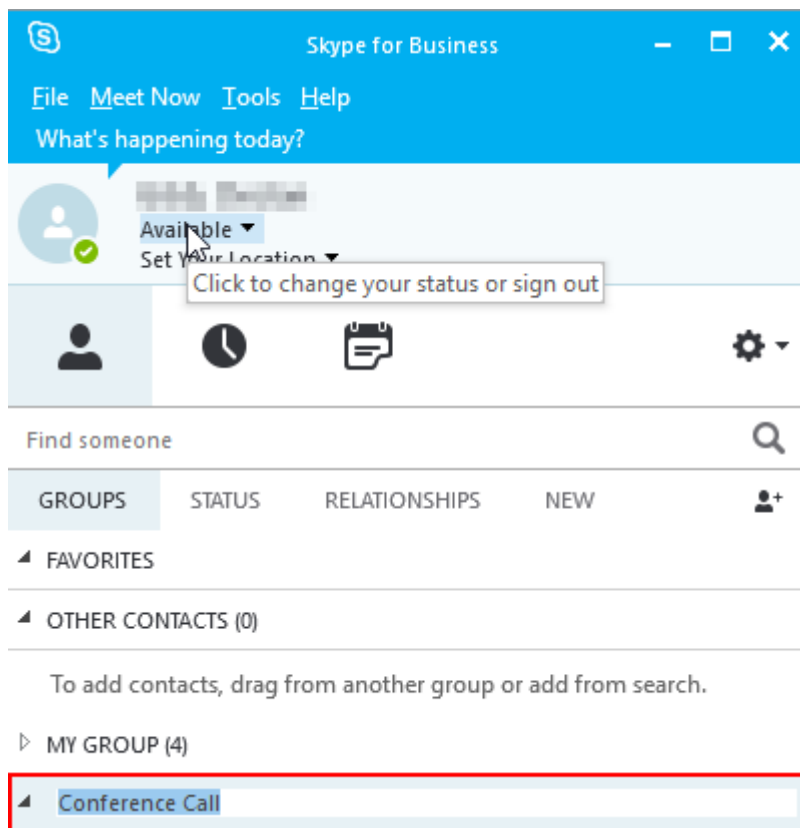**All conferencing use must be in line with council [policy](#)**

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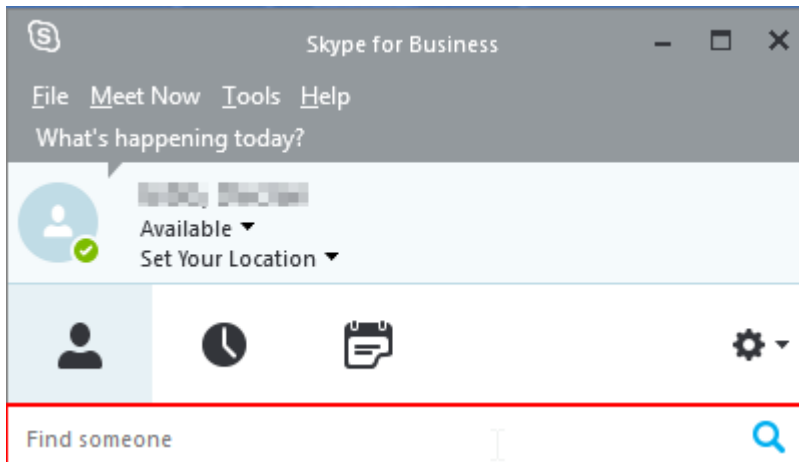2. The Sign-in address is for each user is their username + "@eastrenfrewshire.gov.uk"

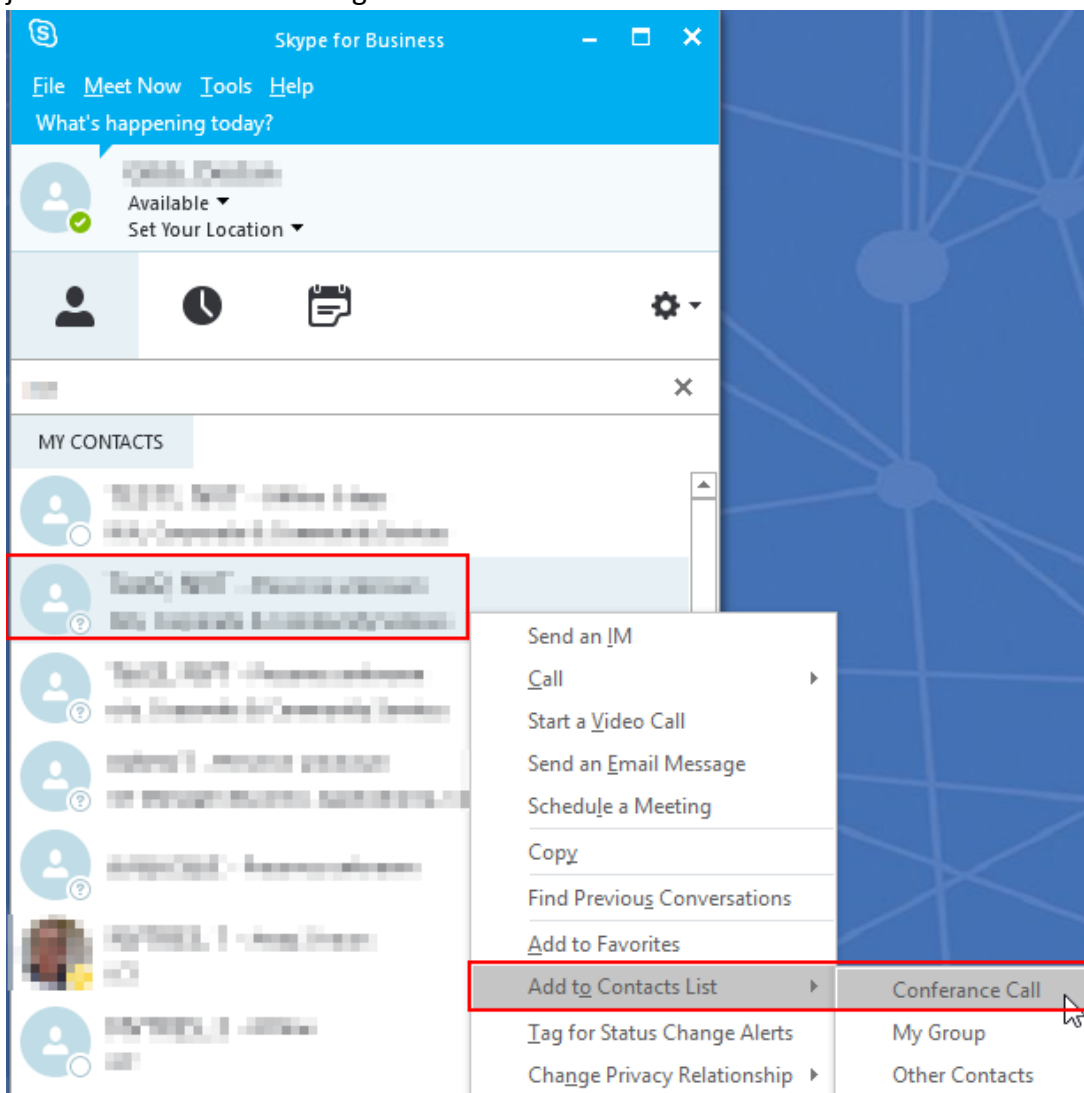**3.** Click the Person Icon as highlighted in the red square to create a new Group

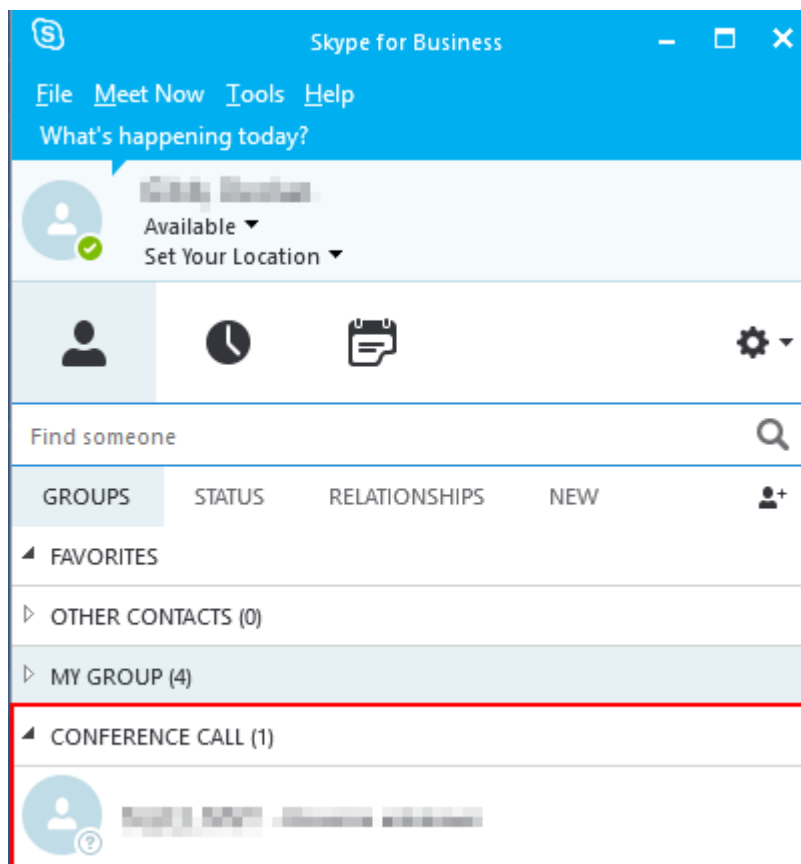**4.** Name the newly created group.

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"

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".