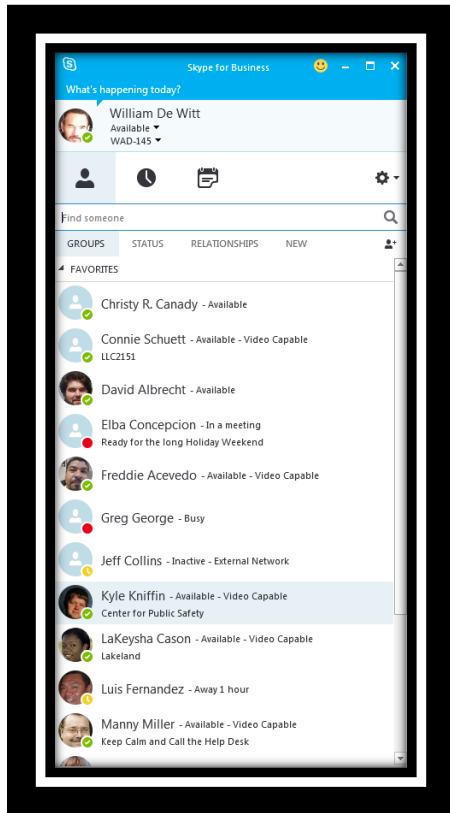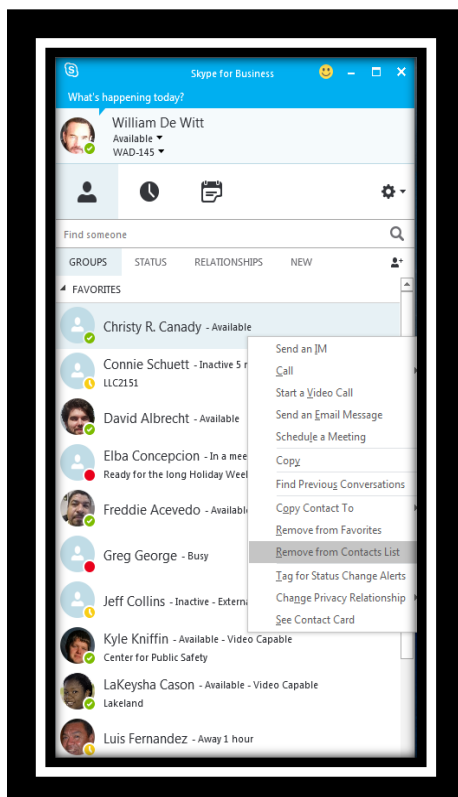# How to Add AND Remove Contacts in Skype for Business


Once you have logged onto Skype for Business, you will want to remove your old contacts, and add new contacts to the Skype for Business client.

To remove an old contact, use your mouse to click on the old contact and once highlighted right click the old contact. Once of your options is to "Remove from Contact List". Once you click on "Remove from Contact List", your contact will be removed instantly.
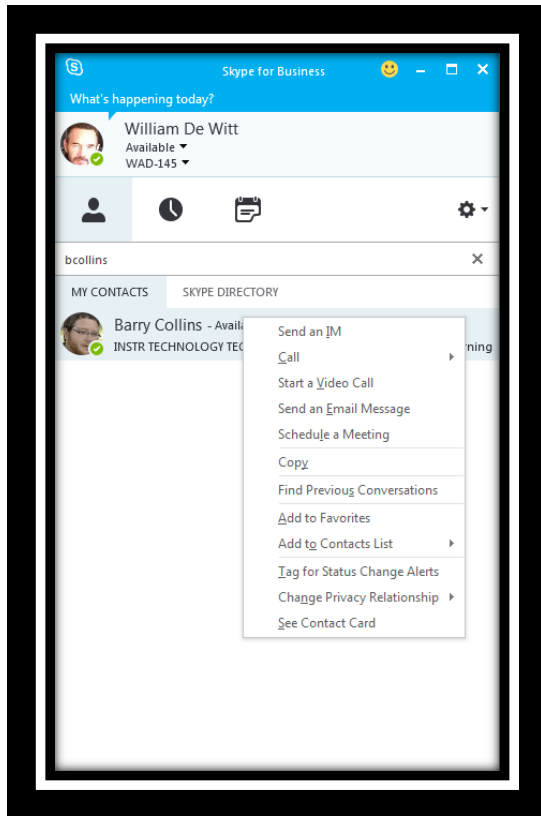
You can perform the same actions in "Remove from Favorites".
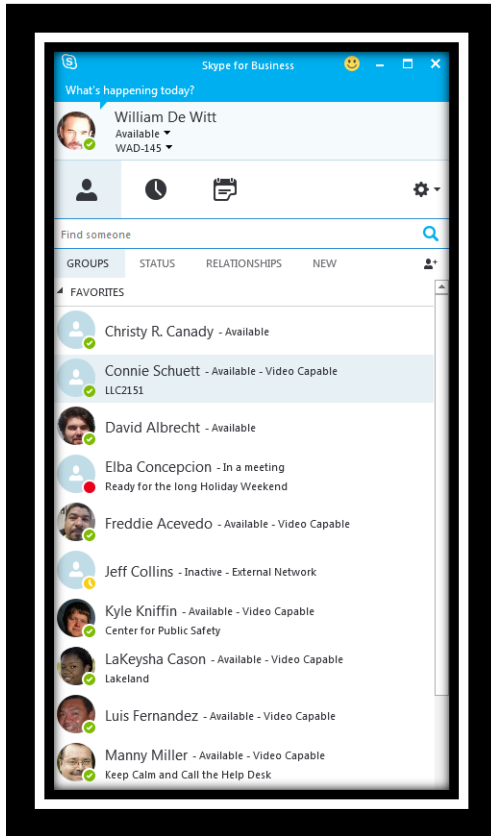
You can add new contacts by using the "Find someone" search bar located in the upper portion of the Skype for Business client.

Simply begin to type in the individual's email address in the "Find someone" field. For example: username@polk.edu and you will begin to see contacts appear.

Once the needed contact appears, right click with your mouse on the contact and you can "Add to Favorites" or "Add to Contact List".