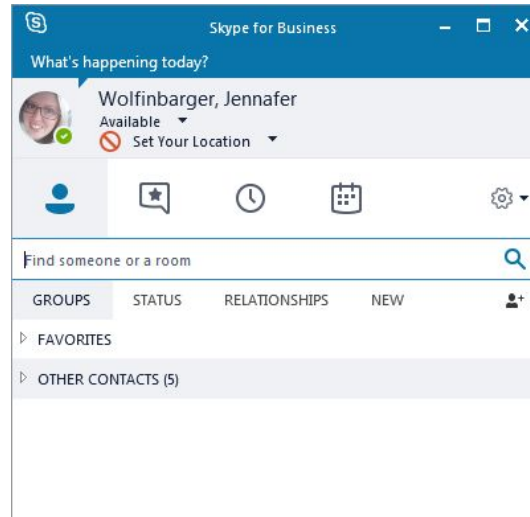


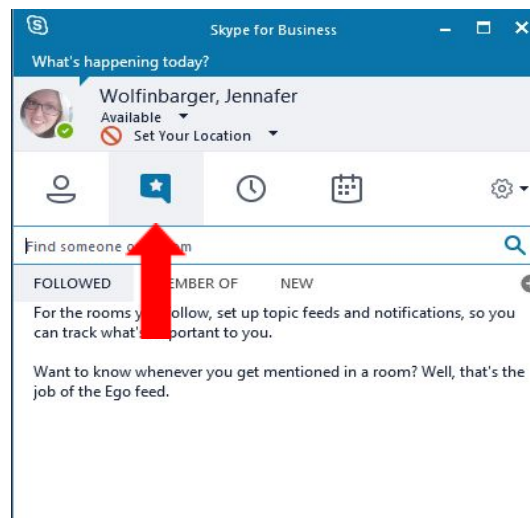
How to locate and save Buyer Chat Room

(Buyer Chat Rooms should be used in emergent need situations ONLY, if you do not have an emergency please contact the Buyer Group via the email distribution list)

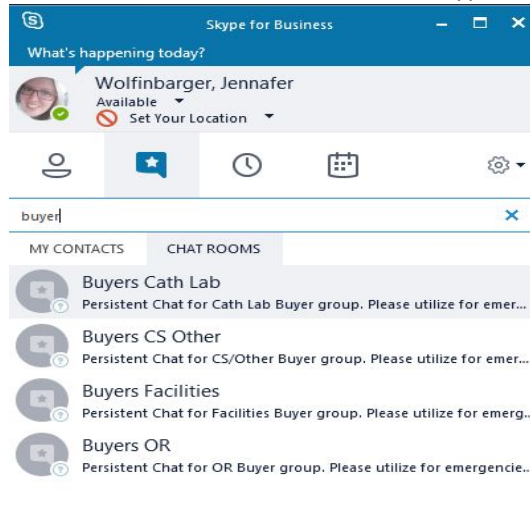
1. Open your Skype for Business application



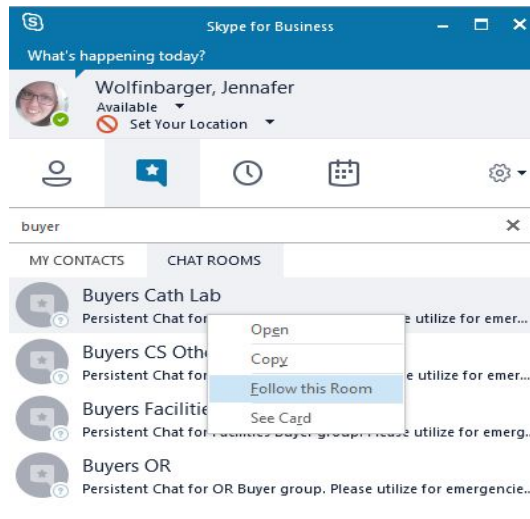
2. Click on the "Chat Rooms" logo next to "Contacts"



3. Click in the “Find Someone or a room” and type in “Buyer”



4. Right click on your Buyer Group and hit “Follow this room”



5. Skype will automatically take you back to the default screen and you will not have to do all of the above steps going forward, it will always be visible when you go into your chat rooms.
6. Now, click on the chat room and it will open the IM.
 - a. All buyers in this group will be available from 8:00am-5:00pm and you should receive an immediate response.
 - b. This is a persistent chat and is available for everyone in the ministry to utilize, when the IM opens you will be able to see all of the chat history for this room.

