

Introduction

This guide will show you how to add contacts from the online Griffith directory to your contacts list. Once you have added a contact to your contacts list, you can see their availability status to call or send them an instant message.

Step 1: Add a Griffith contact

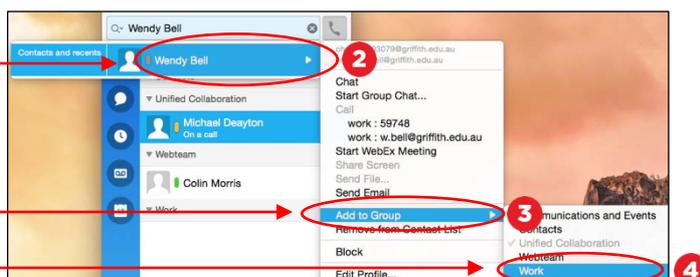
- 1 In the main Jabber window, enter the name of the person you want to add as a contact in the search box.



- 2 Hover over the name of the person you wish to add from the list, then select the ► button that appears next to their name.

- 3 Select **Add to Group** from the menu that appears to the right of the contact's name.

- 4 Select an **existing contact group** to add them to. Please note all contacts must be placed in a contact group.



Step 2: Delete a contact

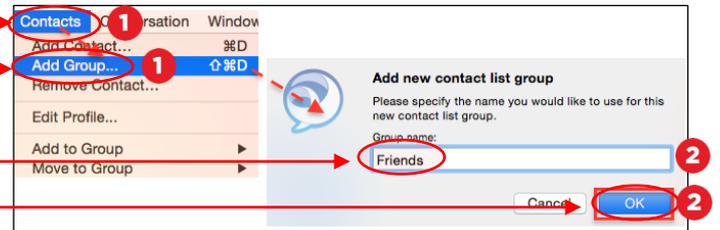
- 1 Select the **Contacts** tab in the main Jabber window.
- 2 Right click on the contact name you wish to delete and select **Remove**. Select **Remove** again to confirm removal.



Step 3: Create a contact group

1 Select **Contacts**, then **Add Group**.

2 Enter the group name and select **OK**.

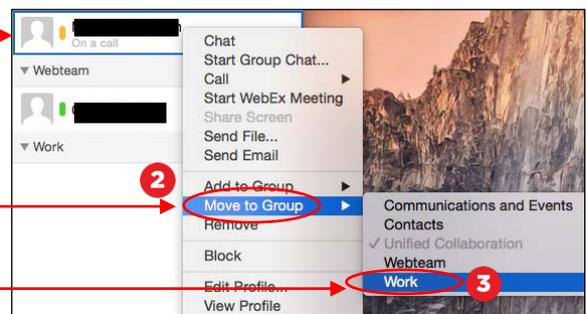


Step 4: Move a contact to another contact group

1 Right click on the contact the you wish to move.

2 Select **Move to Group**.

3 Select the **group you wish to move the contact to**. Please note more than one contact group must exist to initiate **Move to Group**.



Step 4: Delete a contact group

1 Select **Contacts** and then **Delete Group**.

2 Select the group you wish to delete. Please note if you remove a group, all contacts in that group will also be deleted.

