Quick Reference Guide
Jabber Contacts (Mac)

Contacts

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

Add a Griffith contact

1. From 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.
3. Select **Add to Group** from the menu that appears to the right of their name.
4. Select an existing contact group to add the contact to.
   Note: *All contacts must be placed in a Contact Group.*
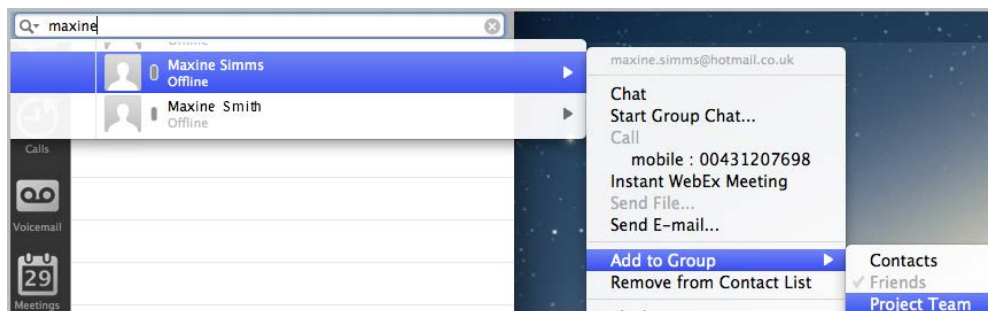
Find a contact

1. From the main Jabber window, enter the name or number of the contact in the search box.

2. The name will appear below the search box.
   Note: *If the contact does not appear, you can dial the number directly by entering it in the search box.*
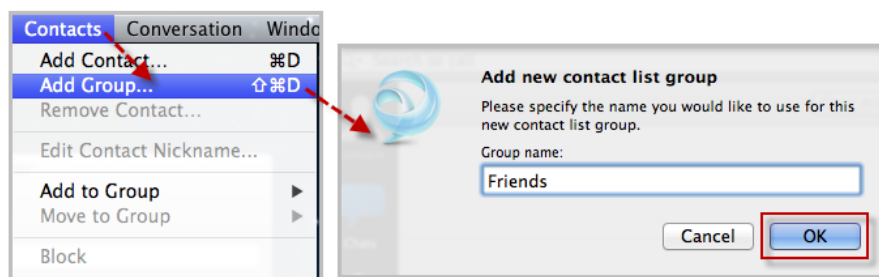
Delete a contact

1. From the main Jabber window, select the **Contacts** tab.

2. Right click on the contact name you wish to delete.
3. Select **Remove**.
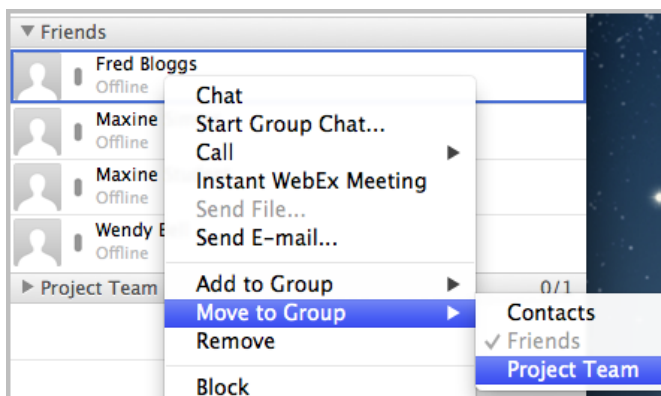4. Select **Remove** a second time to confirm removal.

Create a contact Group

1. From the **Contacts** menu at the top left of your screen, select **Add Group**

2. Enter the group name.
3. Click **OK**.

Move a contact to another contact Group

1. Right click on the contact that you wish to move.
2. Select **Move to Group**.

3. Select the group you wish to move the contact to.
   Note: More than one contact group must exist to initiate **Move to group**.

Delete a contact Group

1. From the **Contacts** menu select the **Delete Group**.
2. Select the Group you wish to delete.
   Note: *If you remove a group, all contacts in that group will also be deleted.*