



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.

Q- Search or call 🗲 🖛 🗂

- 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.*

Q~ Wendy Bell		0 L		
Contacts and recents	🔍 🛿 Wendy Bell	chat: s2803079@griffith.edu.au email: w.bell@griffith.edu.au		
(▼ Unified Collaboration	Chat Start Group Chat Call		
(Michael Deayton	work : 59748 work : w.bell@griffith.edu.au		
	▼ Webteam	Start WebEx Meeting		
	Colin Morris	Send File Send Email		
6	8 Work	Add to Group	Communications and Events	
		Remove from Contact List	Contacts	
		Block	✓ Unified Collaboration Webteam	
		Edit Profile	Work	

Find a contact

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



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

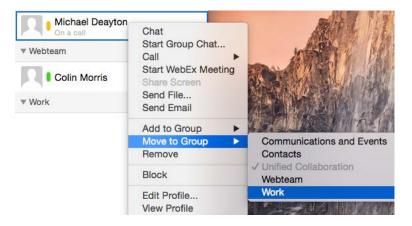
1. From the **Contacts** menu at the top left of your screen, select **Add Group**

Contacts	Conversation	Window	
Add Contact #D		ЖD	
Add Group 企業D Remove Contact		企業D	Add new contact list group
Edit Profile			Please specify the name you would like to use for this new contact list group.
Add to Group		•	Group name:
		•	Friends
			Cancel

- 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 initiating Move to group.*

Delete a contact Group

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

Contacts	Conversation	Window	Help
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