



## Quick Reference Guide *Jabber Contacts (Windows)*

### 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

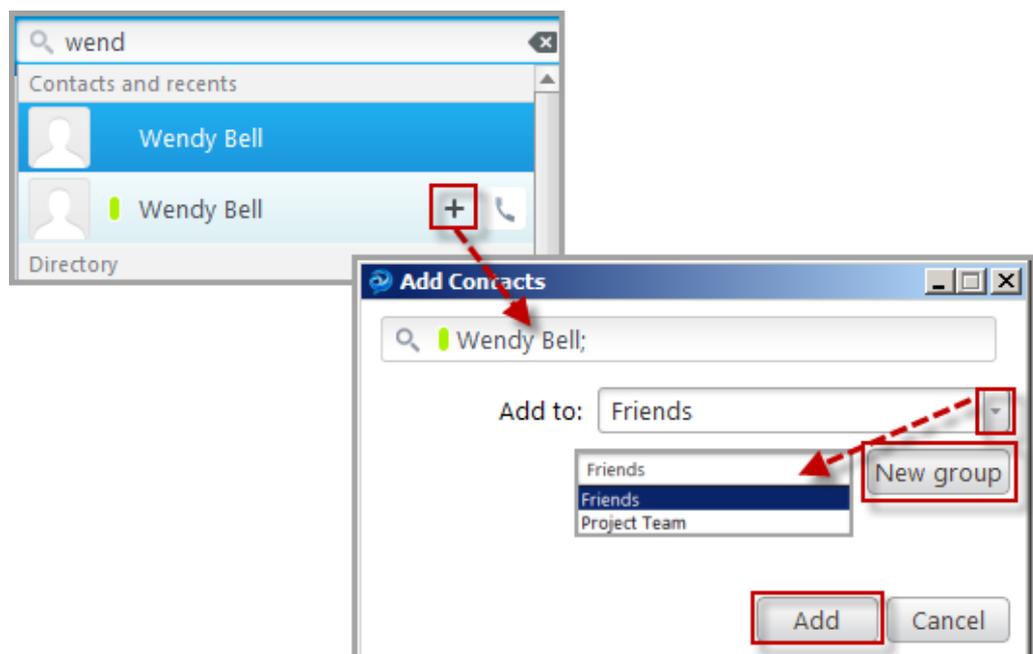
1. From the main Jabber window, enter the name of the person you want to add as a contact in the search box.



2. Hover over the name of the person you wish to add from the list.
3. Click the  sign button that appears next to their name.
4. Select an existing contact group from **Add to** or click **New group** to create a new group to add the contact to.

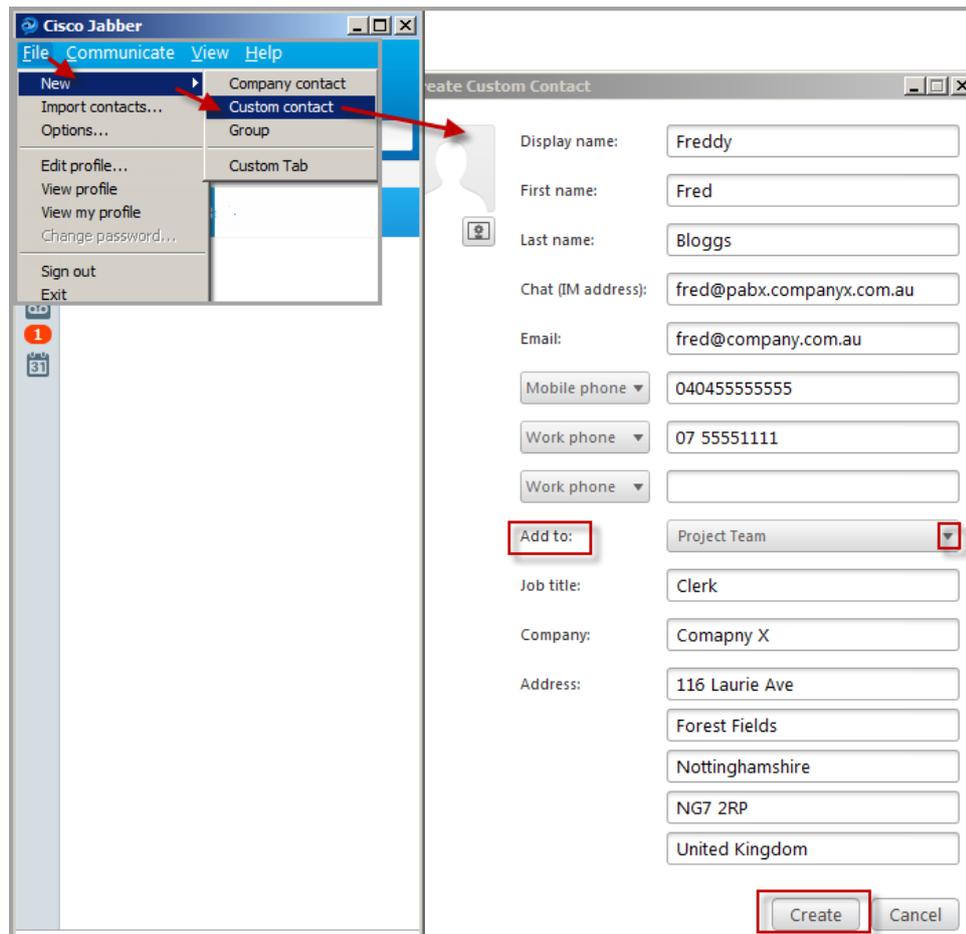
*Note:* All contacts must be placed in a Contact Group.

5. Click **Add**.



## Add a Custom contact

1. From the main Jabber window, select **File** then **New** then **Custom contact**.  
*The Create Custom contact window appears.*
2. Enter the credentials of your contact.
3. Select an existing contact group from **Add to** or select **New group** to create one.  
*Note: All contacts must be placed in a Contact Group,*
4. Click **Create**.



## 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

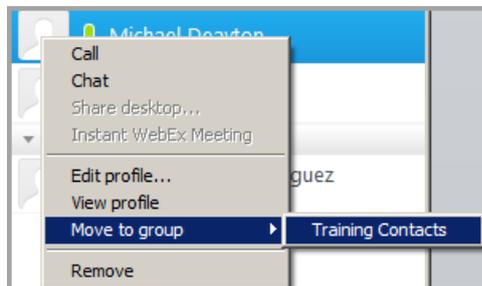
1. From the main Jabber window, click **File**
2. Select **New**.
3. Select **Group**.



4. Enter the group name.
5. Click **Create**.

## Move a contact to another contact Group

1. From the main Jabber window, select the **Contacts** tab.
2. Right click on the contact that you wish to move.
3. Select **Move to Group**.



4. 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 main Jabber window, select the **Contacts** tab.
2. Right click on the contact group you wish to delete.
3. Select **Remove**.
4. Select **Remove** a second time to confirm deletion.  
*Note: If you remove a group, all contacts in that group will also be deleted.*