



# 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.

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- 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.

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Sign out Exit			Chat (IM address):	fred@pabx.companyx.com.au
			Email:	fred@company.com.au
			Mobile phone 🔻	04045555555
			Work phone 🔻	07 55551111
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			Add to:	Project Team
			Job title:	Clerk
			Company:	Comapny X
			Address:	116 Laurie Ave
				Forest Fields
				Nottinghamshire
				NG7 2RP
				United Kingdom
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### 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 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.

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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.