



Contacts

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Adjust Contact Lists

You can arrange and organize your contacts by name or status.

Procedure

Select **View** and then choose from the following options:

| Option | Description |
|------------------------|---|
| Show contact pictures | Select this option to show contact pictures. Deselect this option to hide contact pictures. |
| Show offline contacts | Select this option to show all contacts. Deselect this option to show only contacts who are logged in. |
| Sort contact by name | Select this option to arrange contacts alphabetically by name. |
| Sort contact by status | Select this option to arrange contacts by their availability states. |

Add External Contacts

Cisco Jabber lets you add contacts from chat applications that are external to your organization. You can also add custom contacts for people without an IM address.

Your system administrator must enable this feature. If you cannot add external contacts, ask your system administrator for help.

Procedure

- Step 1** Select **File > New** and select the type of contact that you want to add.
 - Step 2** Enter the email address of your contact. For custom contacts without an IM address, enter the contact details that you want to use.
 - Step 3** Select a contact group.
 - Step 4** Select **Add**.
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Import Contact Lists

You can create contact lists in XML format and then import them into Cisco Jabber.

Procedure

- Step 1** Open the main Cisco Jabber window.
 - Step 2** Select **File > Import contacts**.
 - Step 3** Browse to the location of the contact list definitions XML file.
 - Step 4** Select the contact list definitions file and then select **Open**.
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Cisco Jabber imports the contacts from the definitions file. The contacts are available in your contact list.

Contact List Definitions

The following XML snippet shows the structure of a contact list definitions file:

```
<?xml version="1.0" encoding="utf-8"?>
<buddylist>
  <group>
    <gname>Group Name</gname>
    <user>
      <uname>IM Address</uname>
      <fname>Display Name</fname>
    </user>
  </group>
</buddylist>
```

The following table describes the elements in a contact list definitions file:

| Element | Description |
|--|--|
| <?xml version="1.0" encoding="utf-8"?> | XML declaration. Your definitions file must contain an XML declaration with the following attributes: <ul style="list-style-type: none"> • <code>version</code> - Specifies the version of the XML file. • <code>encoding</code> - Specifies the encoding. You must use <code>utf-8</code>. |
| buddylist | Root element of the contact list definition. |
| group | Parent element of a contact group. One group can contain multiple users. There is no limit to the number of users a group can contain. There is also no limit to the number of groups you can include in a contact list definitions file. However, your server sets a restriction to the number of contacts that you can add to Cisco Jabber. You must ensure you do not exceed that limit in your contact list definitions file. |
| gname | Specifies the name of the group. |
| user | Parent element that holds details for a single user. |
| uname | Specifies the instant messaging (IM) address of a user. |
| fname | Specifies the name that displays in the client user interface. |

The following is an example XML definition of a contact list that you can import into Cisco Jabber:

```
<?xml version="1.0" encoding="utf-8"?>
<buddylist>
  <group>
    <gname>Sales</gname>
    <user>
      <uname>amckenzi@example.com</uname>
      <fname>Adam McKenzie</fname>
    </user>
    <user>
      <uname>aperez@example.com</uname>
      <fname>Anita Perez</fname>
    </user>
  </group>
  <group>
    <gname>Marketing</gname>
    <user>
      <uname>nfox@example.com</uname>
      <fname>Nancy Fox</fname>
    </user>
  </group>
</buddylist>
```

Example Contact List

The following is an example XML definition of a contact list that you can import into Cisco Jabber:

```
<?xml version="1.0" encoding="utf-8"?>
<buddylist>
  <group>
    <gname>Sales</gname>
    <user>
```

```
        <uname>amckenzi@example.com</uname>
        <fname>Adam McKenzie</fname>
    </user>
    <user>
        <uname>aperez@example.com</uname>
        <fname>Anita Perez</fname>
    </user>
</group>
<group>
    <gname>Marketing</gname>
    <user>
        <uname>nfox@example.com</uname>
        <fname>Nancy Fox</fname>
    </user>
</group>
</buddylist>
```