Contacts

Your Contact List

The list of your contacts appears in the Cisco Jabber main window. Use the contact list to check the availability of your contacts and to initiate calls or chat sessions.

Add New Contact

You can add contacts from your internal corporate directory.

Procedure

Step 1 In the Cisco Jabber main window, in the **Search** field, enter a name.
OR

In the Cisco Jabber main window, click **File** > **New** > **Contact**, and then enter a name in the **Search** field.

> **Tip**   Click the X in the **Search** field to clear the contents of the **Search** field.

Step 2 In the list of search results, click the contact that you require.

Step 3 Choose an existing group to which you want to add your new contact, and then click **Add**.
OR

Click **New group**, type a name for your new group, and then click **Create**.

Step 4   Click **Add**.

Hide or Show Contact Pictures

If your contact list is long, you can toggle pictures off to save space. This is a global setting. If you choose not to show pictures in your contact list, they do not appear anywhere.

Procedure

Click **View** > **Show contact pictures**.
A check mark indicates that picture display is turned on.

Hide or Show Offline Contacts

If your contact list is long, you can save space by hiding contacts who are not currently online.

Procedure

Click **View** > **Show offline contacts**.
A check mark indicates that Jabber is set to show your offline contacts.

Delete Contact

You can remove contacts from your contact list.

Procedure

Step 1   Right-click the contact and choose **Remove**.
Step 2   On the confirmation dialog box, click **Remove**.

Create Group

You can create groups to better organize your contacts. You can also assign groups when you create or add contacts. Groups appear alphabetically in your contact list.

Procedure

Step 1   Choose **File** > **New Group**.

Step 2   Enter a name in the **Group name** field.

Step 3   Click **Create** to add the group name to the contact list.

Step 4   Drag your contacts into the group.

Related Topics

Add New Contact, on page 1

Delete Group

You can delete a group and all of the contacts assigned to that group. Before you delete a group, move contacts that you want to keep to another group.

Procedure

Step 1   Right-click the group and choose **Remove**.

Step 2   On the confirmation dialog box, click **Remove**.

Related Topics

Move contact to another group