Add People to Your Contact List

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You can add people to your contact list by searching for them in Cisco Jabber. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat.

Windows

From Cisco Jabber, click the gear icon ⚙, choose File > New > Contact.

Start typing the person's name to search the directory, or enter the username directly if you know it.

Choose the Add to: drop-down list and select the group to assign the new contact to a group and click Add.

> You can also create a new group and assign the new contact to that group. To create a new group, click the gear icon, ⚙, choose File > New > Group. Enter the name of the group in the Group name field and click Create.

Mac

From Cisco Jabber main menu choose Contacts > New Contact.

Start typing the person's name to search the directory, or enter the username directly if you know it.

Choose the Add to Group drop-down list and select the group to assign the new contact to a group and click Add.

> You can also create a new group and assign the new contact to that group. To create a new group, from Cisco Jabber main menu, choose Contacts > New Group. Enter the name of the group in the Enter a

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group name and click OK.

iPhone and iPad

Go to Contacts, press + icon, choose Add Contacts **and start typing the person's** name to search the directory, or enter the username directly if you know it.

Tap Assign to Group, choose a group, assign the contact to that group and then tap Add Contact.

Tap Done

> You can also create a new group and assign the new contact to that group. To create a new group, press +and choose Create Group and enter the new group name in the Create a new group field and tap Create

Android

Go to Contacts, tap + icon, choose Add contacts **and start typing the person's name** to search the directory, or enter the username directly if you know it.

Choose Assign to group drop-down list and assign the contact to an existing group.

Tap Done.

> You can also create a new group and assign the new contact to that group. To create a new group, go to Contacts, tap + icon, choose Add group. Enter the name of the new group and tap Save.