Removing Contacts From My List

Version A – Microsoft Lync 2010

1. Launch Microsoft Lync if it is not already running.
2. Find the contact that you wish to remove from your list.
3. Right-click the contact’s name, then click Remove from Contacts List.

4. The contact will no longer show up in your Lync Contacts List. This will not affect the Outlook address book if the contact is in there. Additionally, you can re-add the contact later if you decide that they should return to your list.
1. Launch Microsoft Lync if it is not already running.
2. Find the contact that you wish to remove from your list.
3. Type the name you want to give the group and then press Enter.

4. The contact will no longer show up in your Lync Contacts List. This will not affect the Outlook address book if the contact is in there. Additionally, you can re-add the contact later if you decide that they should return to your list.