Adding Users to My Contact List

Click here to Jump to Microsoft Lync 2010 Version
Click here to Jump to Microsoft Lync 2013 Version

Version A – Microsoft Lync 2010

1. Launch Microsoft Lync if it is not already running.

![Microsoft Lync interface](image-url)
2. In the “Find someone or dial a number” box, type a name of somebody within the college.

3. Hover over the person’s name in the list and you should see an “Add” button with a plus show up. Click that button and choose the contact list to add the person to.
4. You should now see the added person within your contact list. Additionally, the added person will receive a notification that you added him/her to your contact list and have the option to do the same on his/her contact list.
1. Launch Microsoft Lync if it is not already running.
2. In the “Find someone or dial a number” box, type a name of somebody within the college.

3. Hover over the colored square next to their name, then click the Ellipsis (…) button that appears. Finally, click Add to Contacts List. Choose a Contact List.
4. You should now see the added person within your contact list. Additionally, the added person will receive a notification that you added him/her to your contact list and have the option to do the same on his/her contact list.