Organizing Contacts Within My List

Version A – Microsoft Lync 2010

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

2. Currently Lync is set (by default) to sort your contact list by groups. You can create additional groups to segment how your contacts are listed (e.g. by department or campus). To create a group, right-click “All Contacts”, then click “Create New Group”.

[Image of Microsoft Lync interface with contact list]
3. **Type the name you want to give the group and then press Enter.**

4. **Once the group is created, you can add contacts to it by either dragging existing contacts into the list or adding new contacts** while selecting the group you intend to place the contact.
5. You can also organize your list based on who is online, away, or unavailable. To do this, click the ‘Status’ heading in the contact list.
Version B – Microsoft Lync 2013

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

2. Currently Lync is set (by default) to sort your contact list by groups. You can create additional groups to segment how your contacts are listed (e.g. by department or campus). To create a group, right-click “Other Contacts”, then click “Create New Group”.

3. Type the name you want to give the group and then press Enter.

4. Once the group is created, you can add contacts to it by either dragging existing contacts into the list or adding new contacts while selecting the group you intend to place the contact.
5. You can also organize your list based on who is online, away, or unavailable. To do this, click the ‘Status’ heading in the contact list.