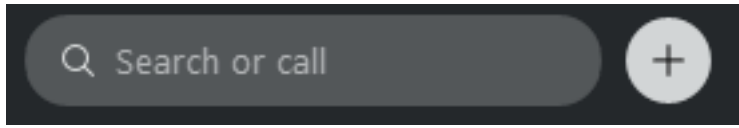


Jabber

How do I create a new contact in Jabber?

New Contacts in Jabber

From the **Search** menu, type the name of the person you want to add as a contact.



Search results will appear. (It is best to type the name as completely as possible since Jabber will only display the first 15 matches.)

Hover over the contact you wish to add and click on

This opens the Add Contacts Window.

From the "Add to:" drop down menu, select the Group to which you'd like to add the contact.

If your desired Group does not appear you can easily create a group by clicking on

Jabber

Assign a Group name and click Create.

Once back at the Add Contacts screen Click

A blue rounded rectangular button with the word "Add" in white text, set against a black background.

[How do I use Jabber?](#)

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Author: Hilary Schrey

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