

Jabber

How do I organize contacts in Jabber? Organizing Contacts in Jabber

You can create customized contact groups under which you can organize your contacts. Contacts can appear in multiple contact groups.

To create a new contact group click  at the top right of the Jabber application and select **File > New > Group**.

This opens the Create New Group window.

Type the name you want to use for the contact group and click Create.

To assign contacts to additional groups, move them between groups, or remove them:

Right click the contact record you wish to modify in jabber and select:

- **Copy to group** copies the contact into the specified group. this creates a duplicate record so the contact can appear in two or more groups.
- **Move to group** moves the contact into the specified group and removes it from its previous group.
- **Remove** removes the selected contact records.

[How do I use Jabber?](#)

Unique solution ID: #1400
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Last update: 2020-03-19 03:25