QUICK REFERENCE GUIDE

MiCollab desktop client features – contacts screen
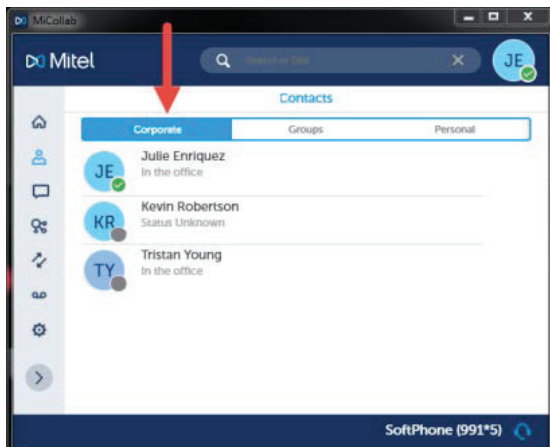
Overview

This quick reference guide provides instructions on features within the **contacts** screen within the MiCollab desktop client.

Contacts screen tabs

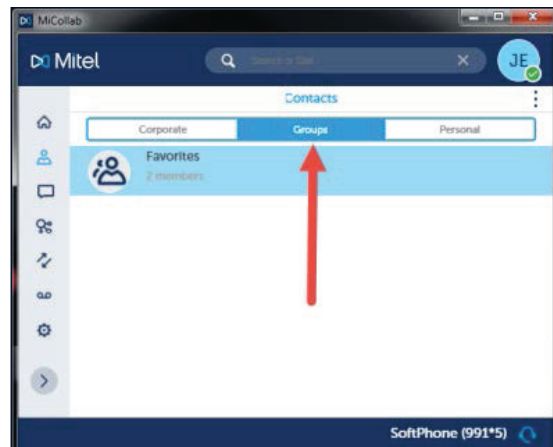The contacts screen displays the following tabs.

Corporate

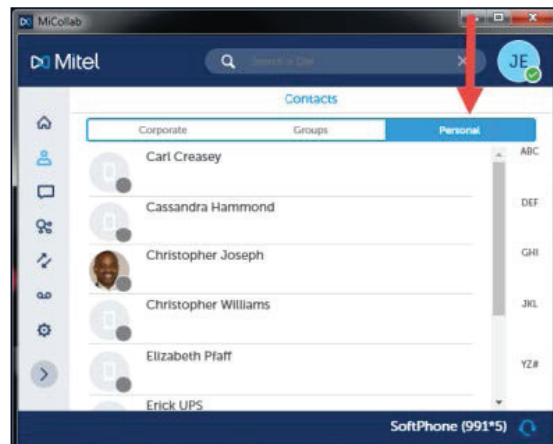Displays all contacts in your corporation.

Groups

Displays the different groups for contacts.

Personal

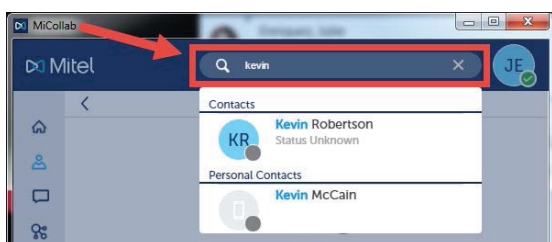Displays all your Microsoft Outlook contacts that are integrated based on primary e-mail address.

View contact card via search field

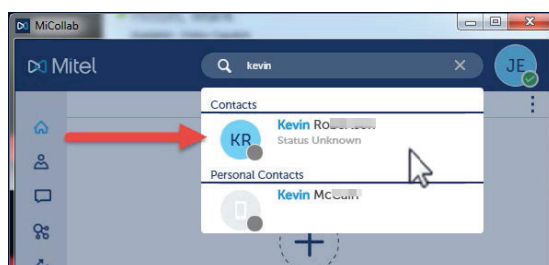To view a contact card using the **Search** field, perform the following procedure.

Step 1

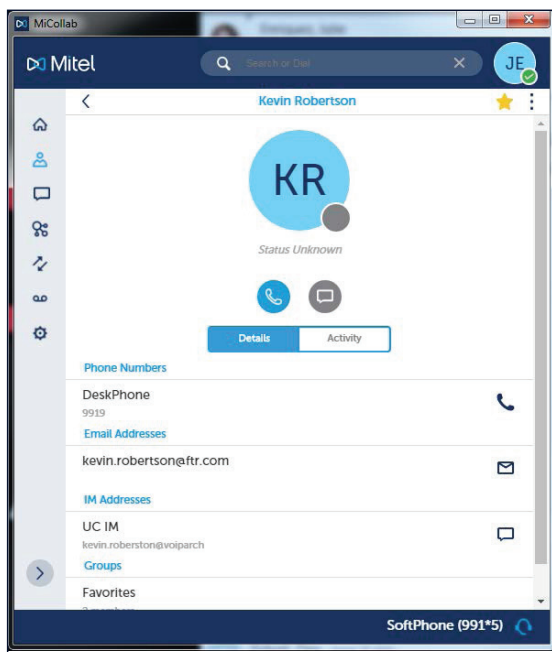Enter the contact's name in the **Search or Dial** field.

Step 2

Click the appropriate contact.
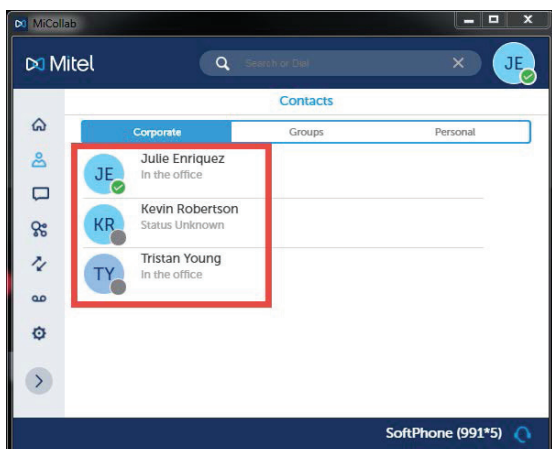

Step 3

The **Contact Card** appears.

Open contact card – contacts screen

To open a Contact Card to view from the contacts screen, perform the following procedure.
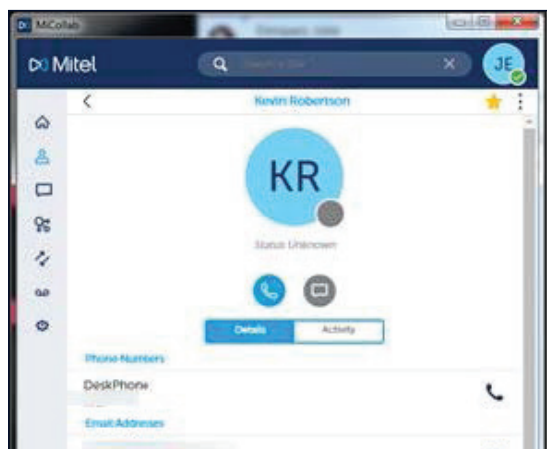
Step 1

Click the appropriate contact.

Step 2

The Contact Card appears displaying the contact's details.
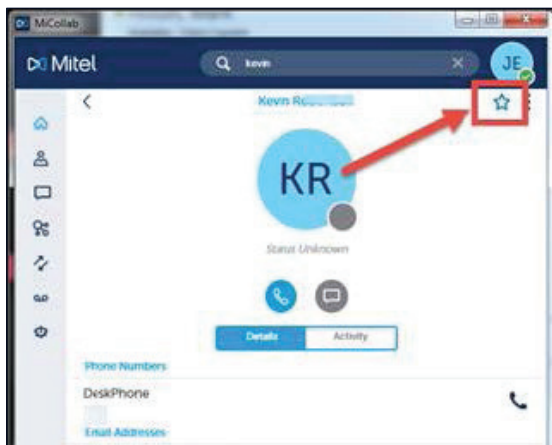

Add contact to favorites

To add a contact to your Favorites folder, perform the following procedure.
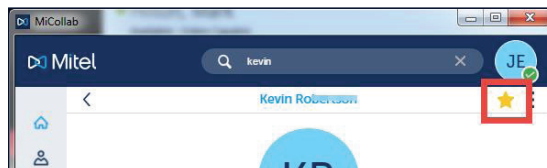
Step 1

Open Contact card.

Step 2

Click the Favorites star.

Step 3

The star turns yellow.

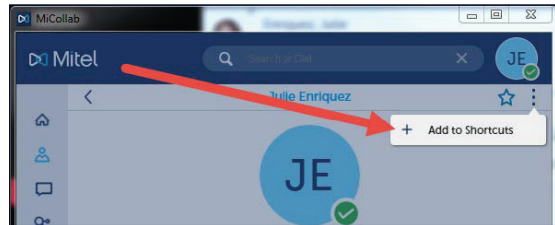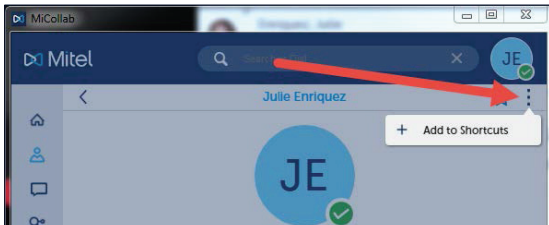## Add contact to shortcuts

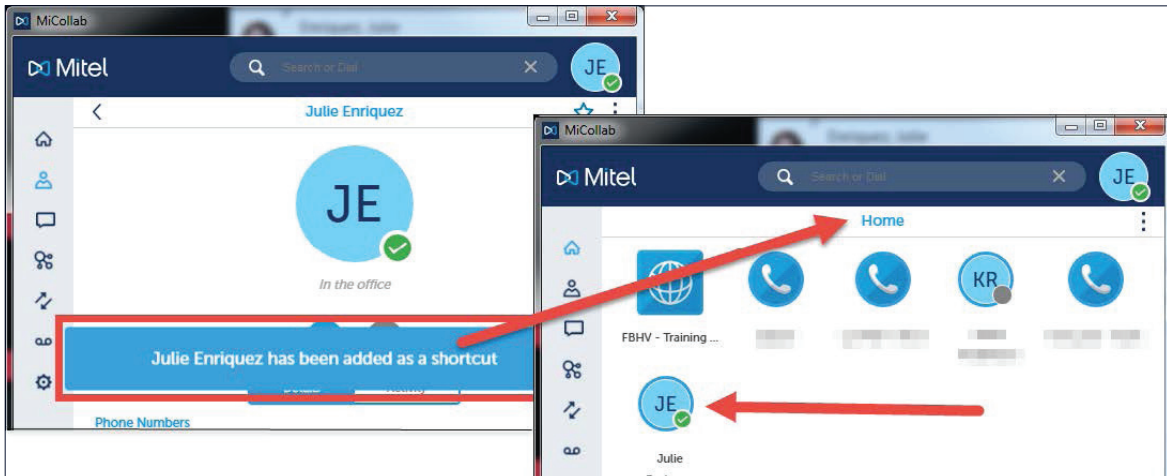To add a contact to your Shortcuts, perform the following procedure.

Step 1 Open Contact Card.

Step 2 Click ⋮ icon.

Step 3 Click **+ Add to Shortcuts.**
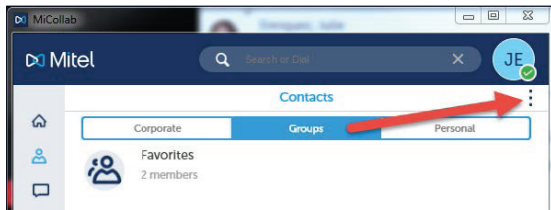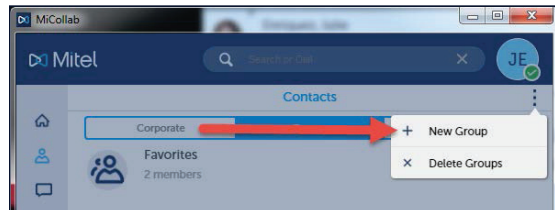

Step 4 The contact is added to Shortcuts.

Create group

To create a group folder that contains contacts with a common profile in the **Contacts – Groups** tab, perform the following procedure.
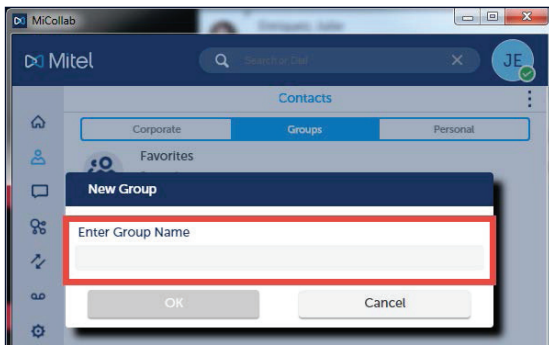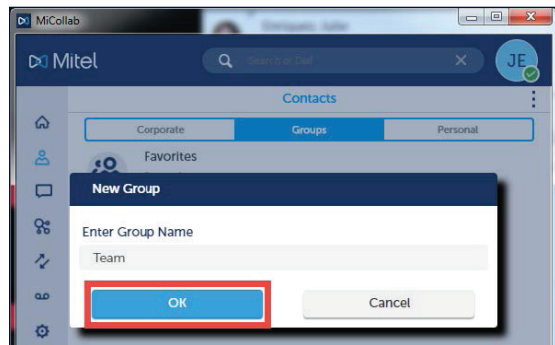
Step 1 Click ⋮ icon.
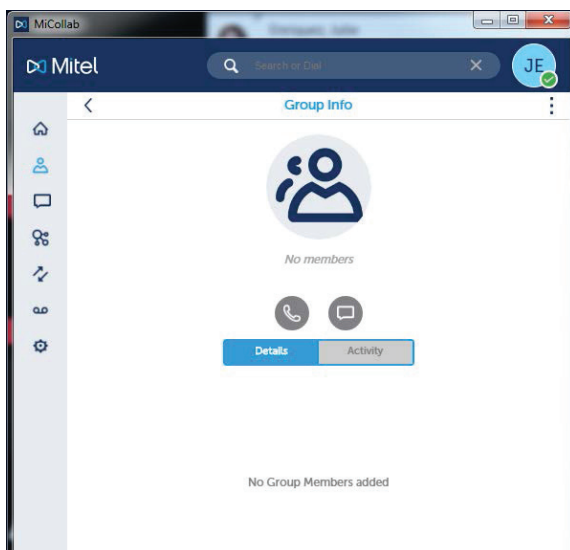

Step 2 Click **+ New Group.**

Step 3 Enter group name.

Step 4 Click **OK.**
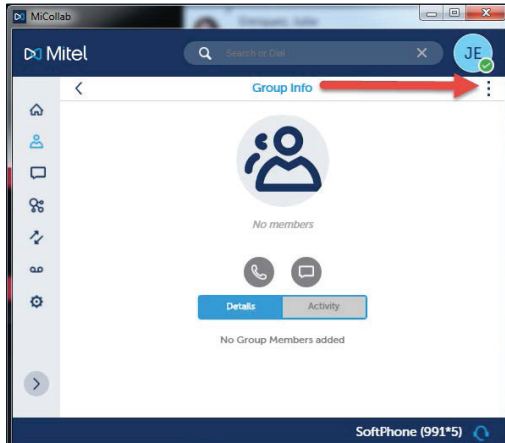

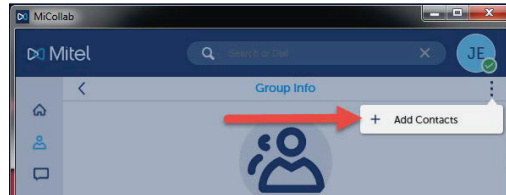**Step 5** The **Group Info** screen appears.

Add contacts to group

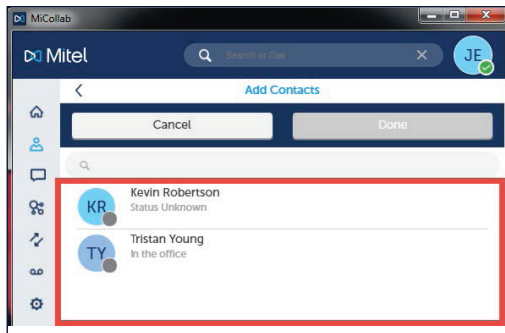To add contacts to a group, perform the following procedure.
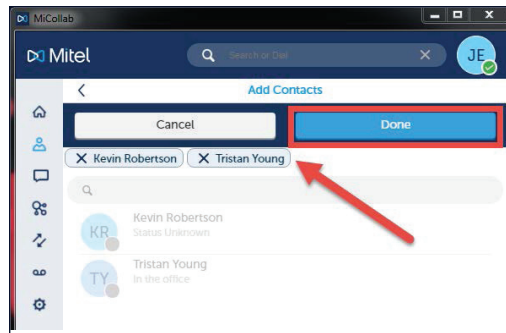
Step 1 Click ⋮ icon.

Step 2 Click **+ Add contacts.**
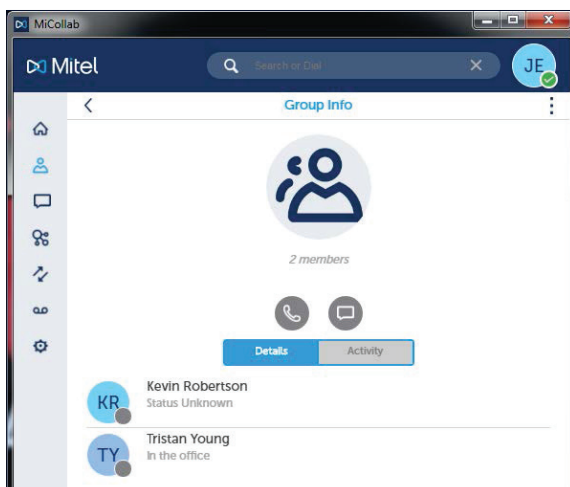

Step 3 Select the contact(s) from the **Add Contacts** list.
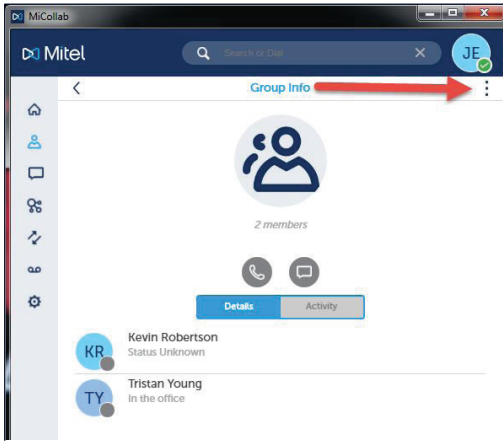

Step 4 Click **Done.**

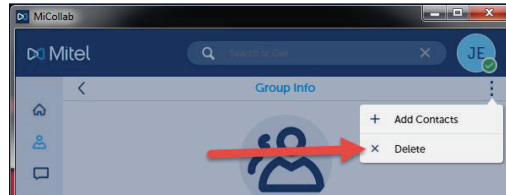**Step 5** The **Group Info** screen displays the newly added contacts.

Delete contact from a group

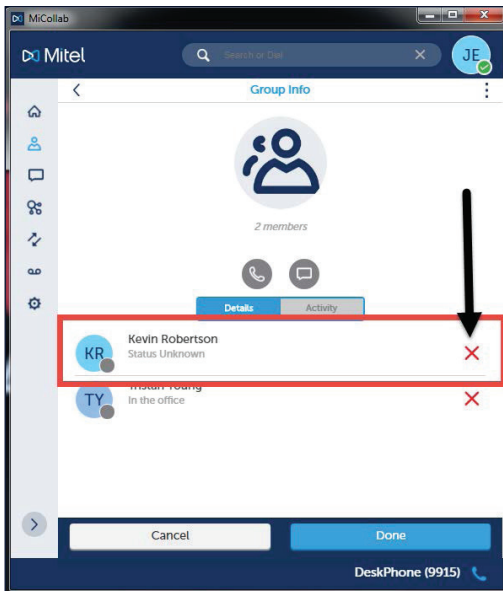To delete a contact from a group, perform the following procedure.
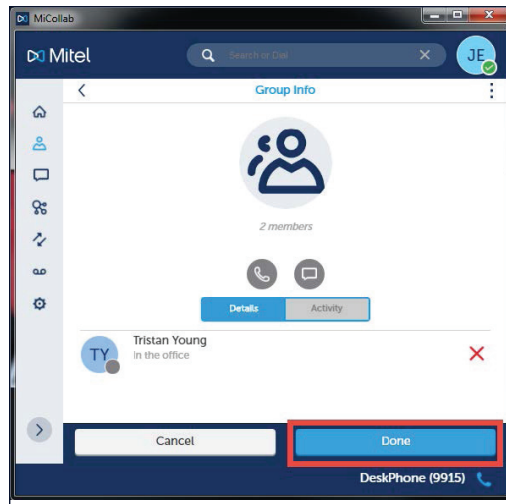
Step 1 Click ⋮ icon.

Step 2 Click **+ Add contacts.**

Step 3 Click the **X** by the contact you want to delete.

Step 4 Click **Done.**

Step 5 Click **OK.**

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