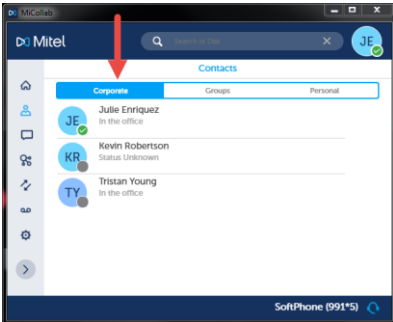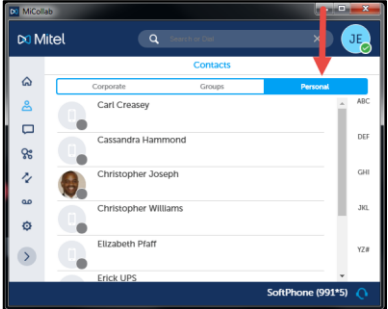# MiCollab Desktop Client Features – Contacts Screen

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.

Tab	Description
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.
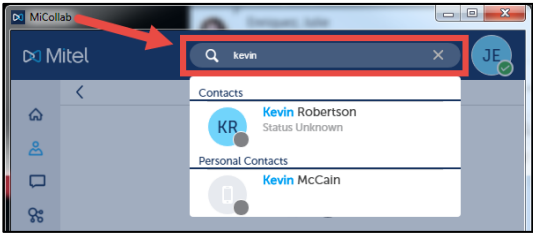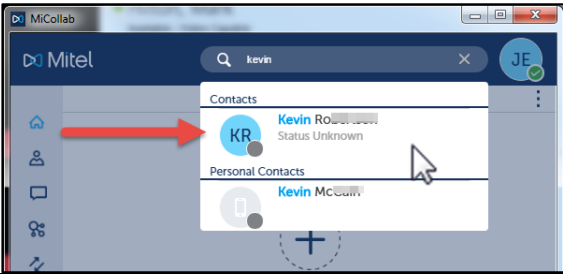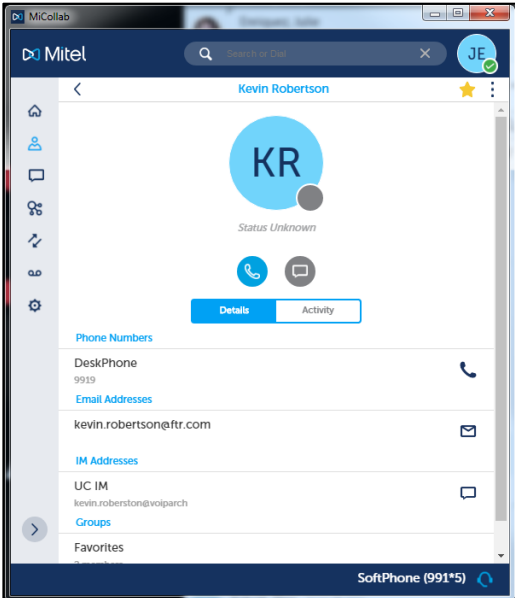
MiCollab Desktop Client Features – Contacts Screen, Continued

View Contact Card via Search Field

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

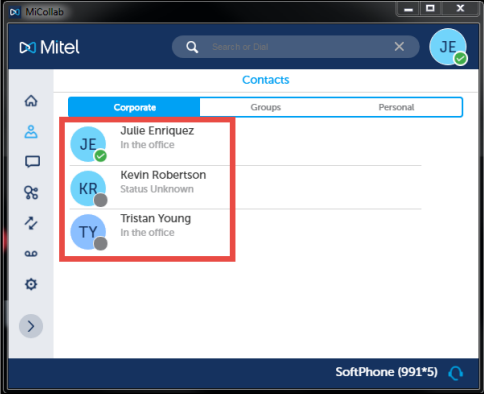| Step	Action
1	Enter the contact's name in the **Search or Dial** field
2	Click the appropriate contact
3	The **Contact Card** appears

MiCollab Desktop Client Features – Contacts Screen, Continued

Open Contact Card - Contacts Screen

To open a Contact Card to view from the Contacts screen, perform the following procedure.

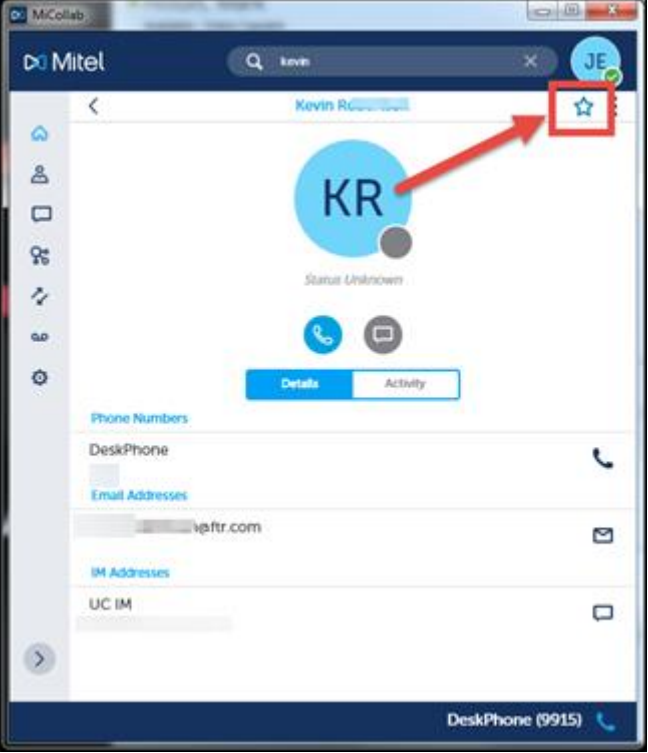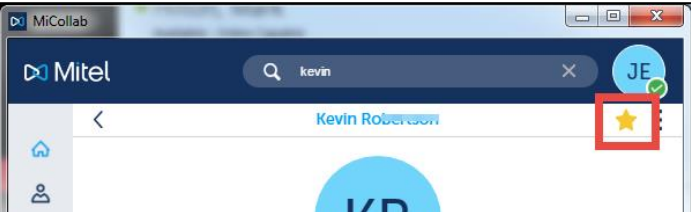| Step	Action
1	Click the appropriate contact
2	The **Contact Card** appears displaying the contact's details.

MiCollab Desktop Client Features – Contacts Screen, Continued

Add Contact to Favorites

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

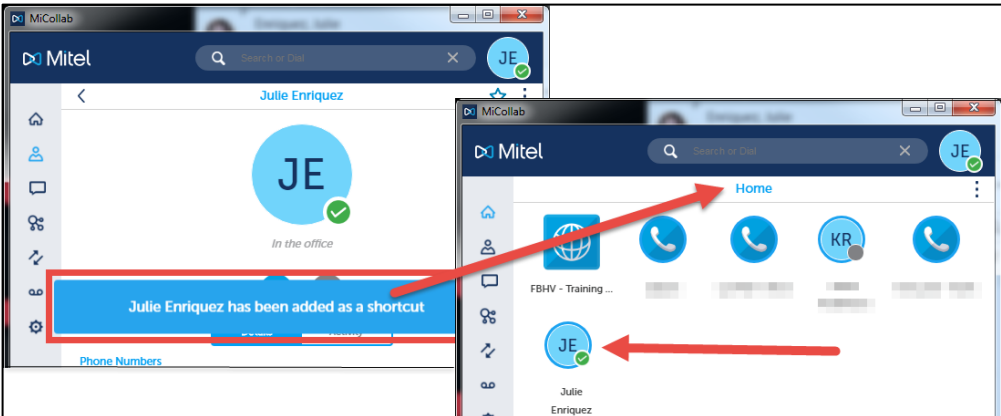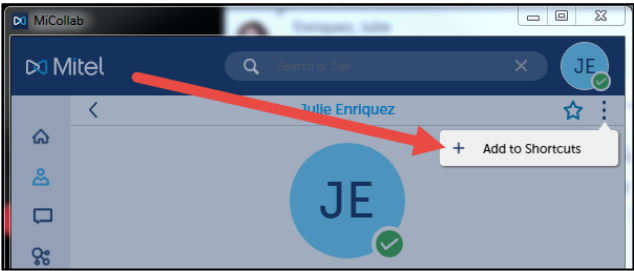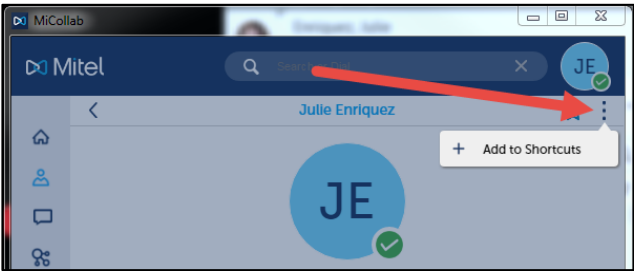| Step	Action
1	Open Contact Card
2	Click the **Favorites** star ☆
3	The star turns yellow

MiCollab Desktop Client Features – Contacts Screen, Continued

Add Contact to Shortcuts

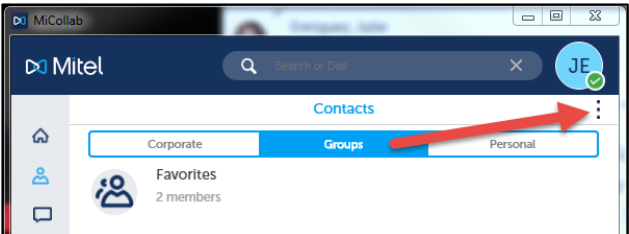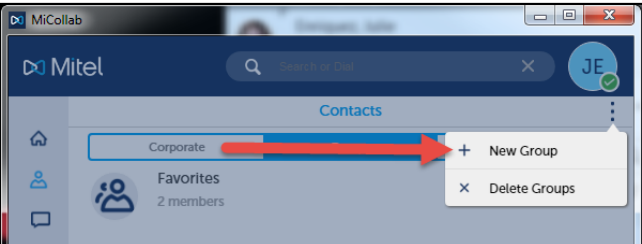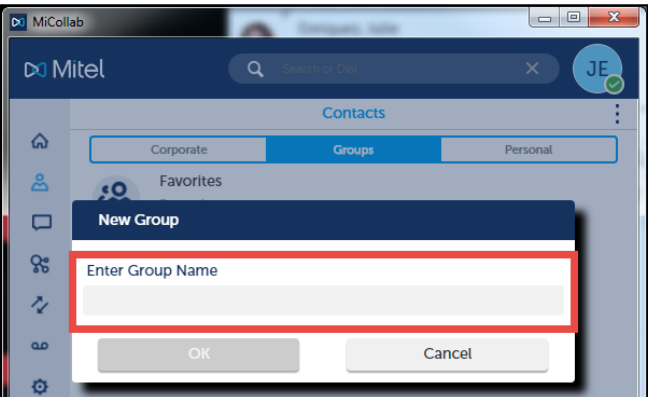To add a contact to your Shortcuts, perform the following procedure.

Step	Action
1	Open Contact Card
2	Click ⋮ icon
3	Click **+ Add to Shortcuts**
4	The contact is added to Shortcuts

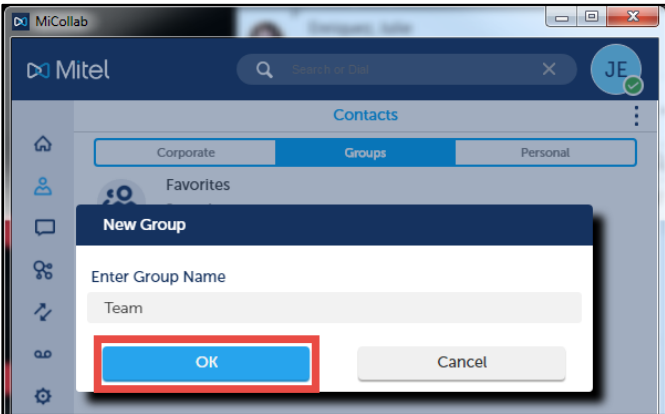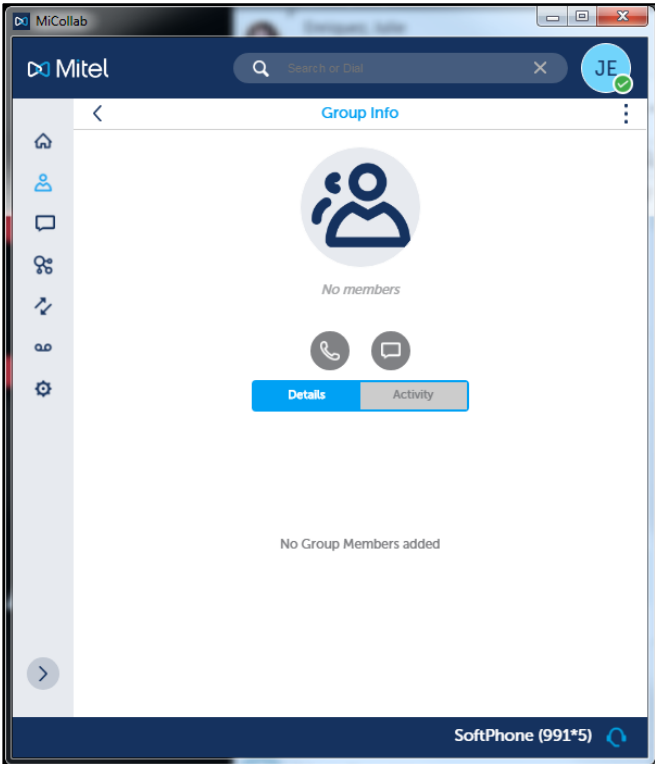# MiCollab Desktop Client Features – Contacts Screen, Continued

Create Group

To create a group folder that contains contacts with a common profile in the **Contacts - Groups** tab, perform the following procedure.

Step	Action
1	Click ⋮ icon
2	Click **+ New Group**
3	Enter group name

MiCollab Desktop Client Features – Contacts Screen, Continued

Create Group, continued

Step	Action
4	Click **OK**
5	The **Group Info** screen appears

Continued on next page

MiCollab Desktop Client Features – Contacts Screen, Continued

Add Contacts to Group

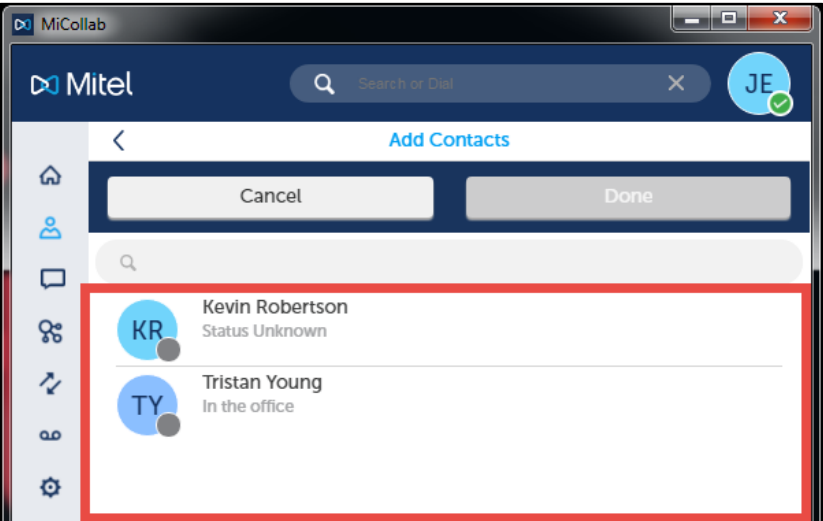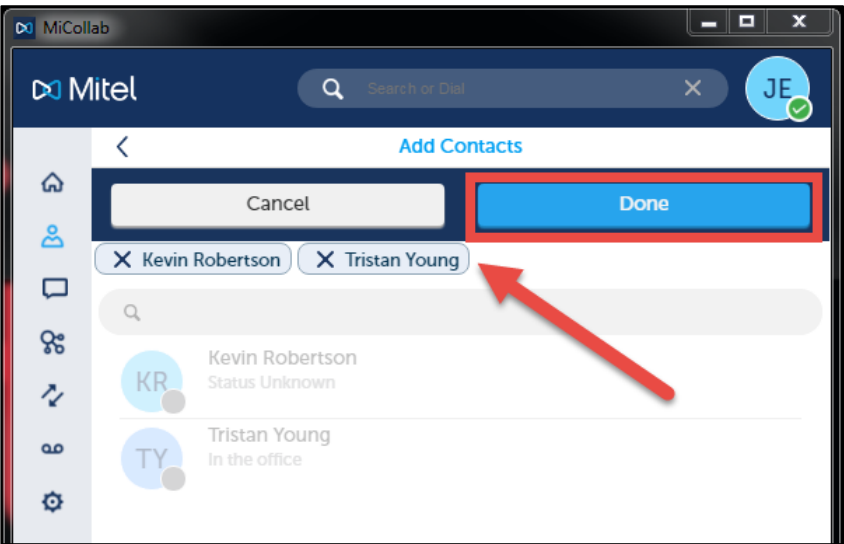To add contacts to a group, perform the following procedure.

Step	Action
1	Click ⋮ icon
2	Click **+ Add Contacts**
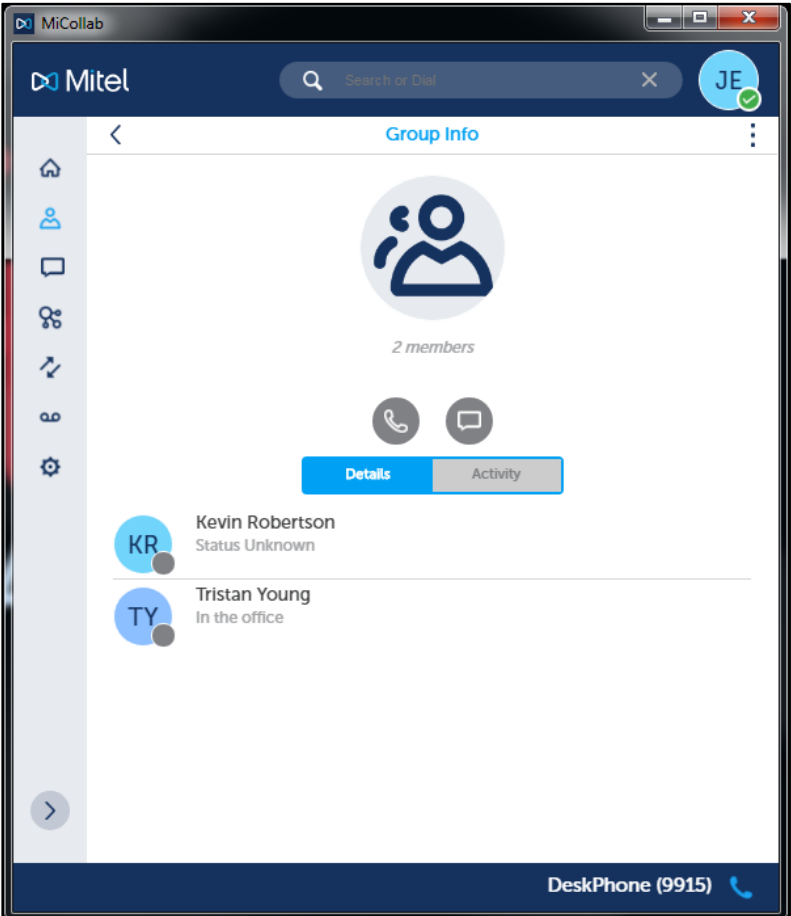
MiCollab Desktop Client Features – Contacts Screen, Continued

Add Contacts to Group, continued

Step	Action
3	Select the contact(s) from the **Add Contacts** list.
4	Click **Done**

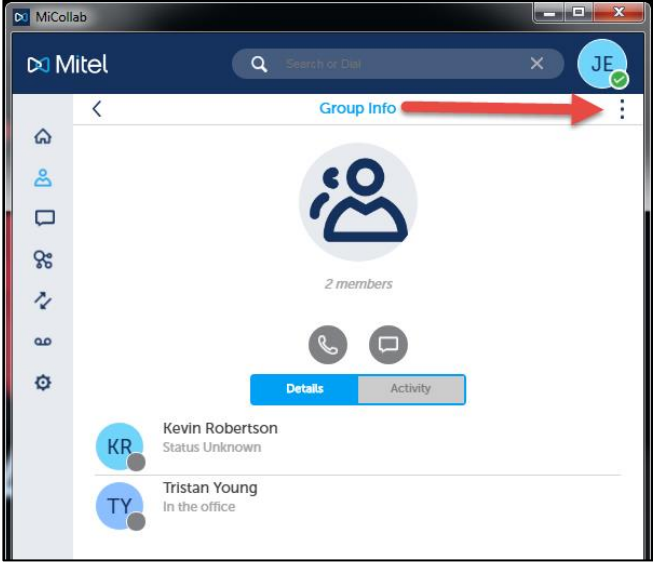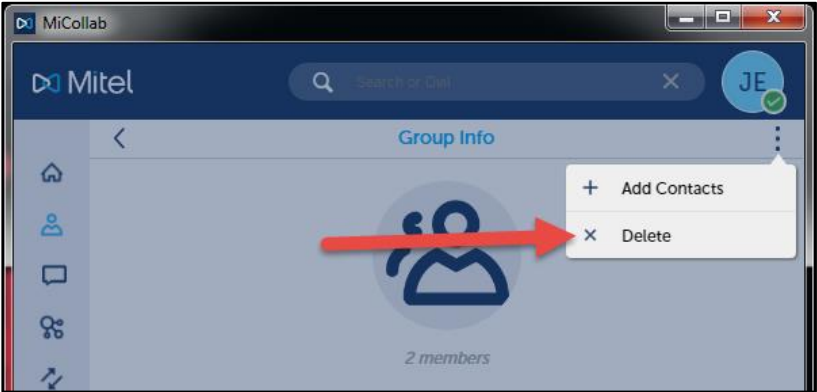# MiCollab Desktop Client Features – Contacts Screen, Continued

Add Contacts to Group, continued

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

MiCollab Desktop Client Features – Contacts Screen, Continued

Delete Contact from Group

To delete a contact from a group, perform the following procedure.

Step	Action
1	Click ⋮ icon
2	Click **x Delete**

MiCollab Desktop Client Features – Contacts Screen, Continued

Delete Contact from Group, continued

Step	Action
3	Click the **X** by the contact you want to delete
4	Click **Done**
5	Click **OK**