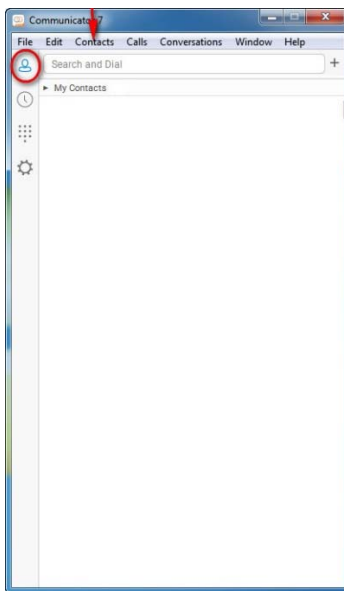


Communicator 7 – How to use contacts?

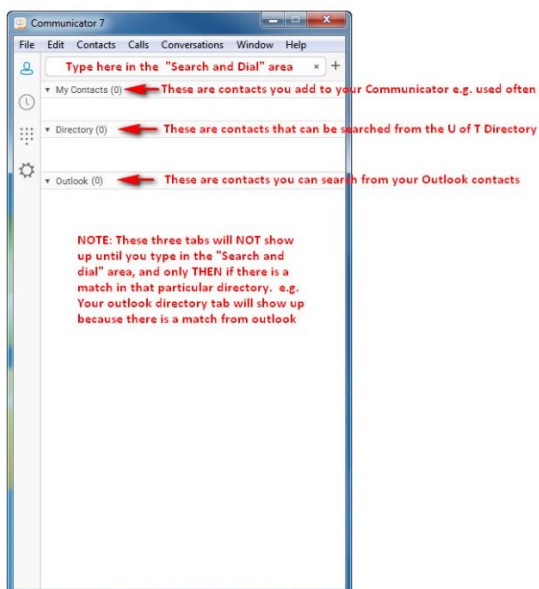
1. Launch the Communicator application as normal by locating the icon on your desktop and double click it.



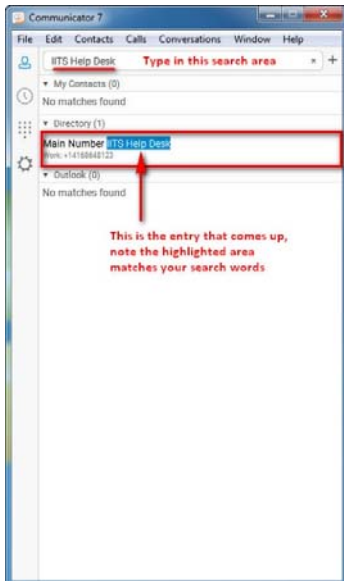
2. Navigate to the Contacts area by pressing the icon that looks like a person OR by going to the CONTACTS menu, and choose “search contacts”



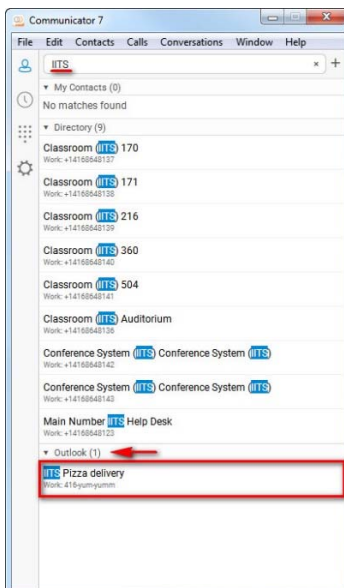
3. Note that there are three areas you can concurrently search:



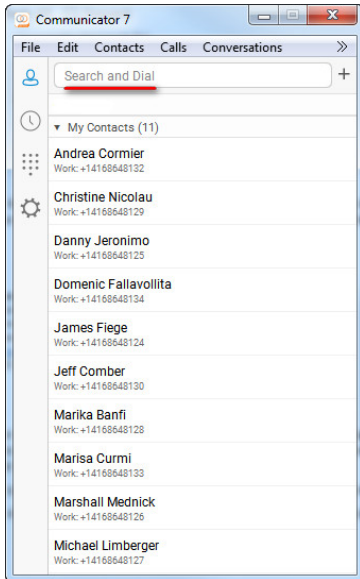
- In this example we type "ITS help desk" in the search area and a match comes up in the "DIRECTORY" which is the U of T - VoIP phone directory. This will of course include all of Dentistry. I may NOT include all of U of T as not all of U of T is using VoIP yet. In this case you will still need to go on the U of T website to get a number.



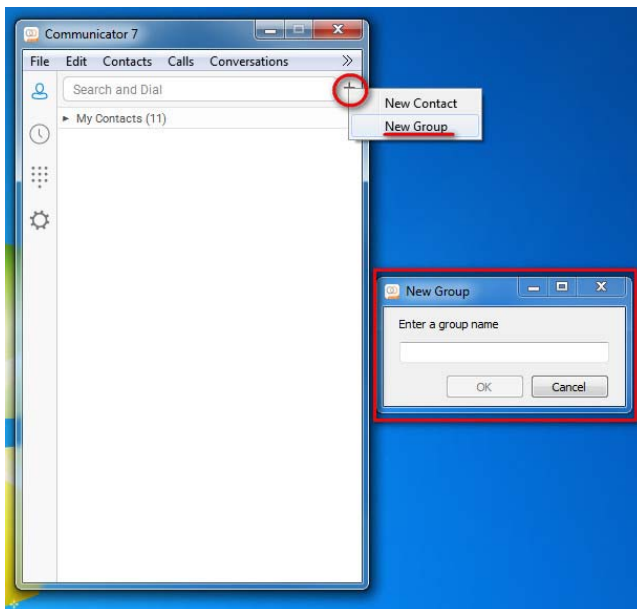
- Notice here that typing "ITS" brings up several entries from U of T and one from Outlook. This comes from your personal contacts in Outlook, (or People on the tabs). If you regularly use Outlook contacts this is a dynamic link to search here. When you update items in Outlook they will become available to search in communicator.



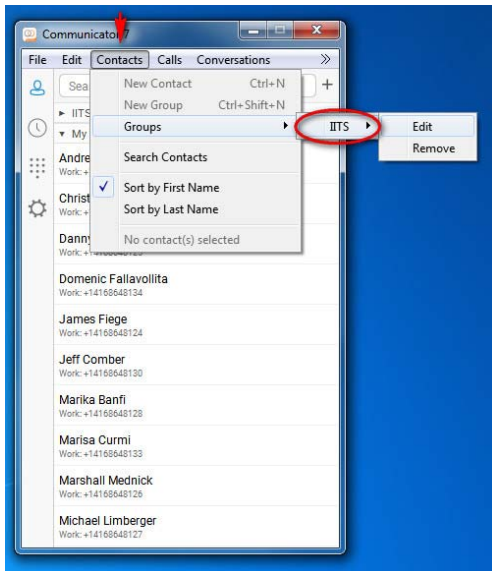
- Note that the “Search and Dial” area is empty, yet in this case I have 11 items in “My Contacts.” These are items that I personally have added to my account in Communicator. These could be numbers I dial frequently or have special importance to me.





- You can create your own groups by pressing the + button:



8. Groups can be edited and removed from the contacts menu:



Groups will appear above your "My contacts" and can be viewed by toggling from  (not viewed) to the down position  (viewed)