
Add New Contacts in Cisco Jabber for Windows

Release: 11.8, 11.9, 12.0, 12.1, 12.5

Add people to your contact list by searching for them in your organization. Once they are part of your contact list, you can easily double-click on their names to start a phone call or a chat.

- In the hub window, select the Menu icon.
- Select File > New > Contact.
- **Start typing the person's name to search the directory, or enter the username directly if you know it.**
- Select which group to add the new contact to and select OK.