Contacts

On the Contacts tab you can manage your contacts and group them.

Add contact

You can create a contact entry using the “Add contact” button:

- If you want to create a contact outside the university, select “Create custom contact”.
- Select the corresponding group or create a new group here (see also below).
- In the field “Add people by name or e-mail” you can search for university members and university staff.
- Then click on “Add”.

Create group

You can create a new group by clicking on the button “Create group”:

- Give the group a meaningful name
- Then click on “Create”.
- The group will then appear on the left-hand side of the Webex Client and members can be added there.

The groups “Important contacts” and “Other contacts” are predefined by the manufacturer and cannot be changed.

From:
https://hrz-admin-wiki.jade-hs.de/ - **HRZ-Admin-Wiki**

Permanent link:
https://hrz-admin-wiki.jade-hs.de/en/tp/communication/webex/contacts

Last update: **2021/11/21 12:32**