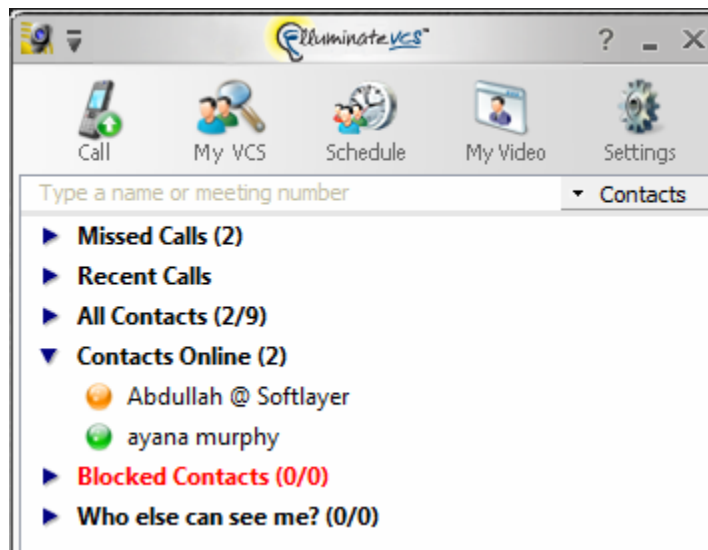




Managing Groups

Contacts are structured by groups and are displayed as a two-level tree with groups as the first level and contacts as the second level. Groups can be used to organize your contacts.





There are five predefined groups, which cannot be deleted or renamed:

- **Recent Calls** - contacts in this group are automatically added when you make a call to them or they make a call to you.
- **All Contacts** - this group contains all entries of all other groups (except Blocked Contacts).
- **Contacts Online** – displays all your contacts that are currently online.

- **Blocked Contacts** - contacts in this group are blocked. Blocked contacts cannot receive information about your online state or send instant messages to you. When you block a contact, the user is removed automatically from all other lists.
- **Who else can see me?** - contacts in this group can see your online state.

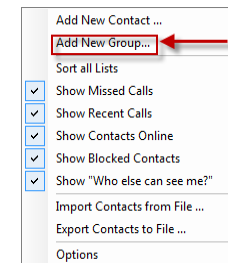
Expanding and Collapsing Groups

1. Click the  icon next to the group to expand the group list.
2. Click the  icon next to the group to collapse the group list.

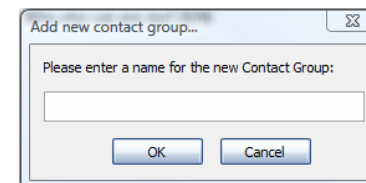
To create a group:

User-defined groups can be created and named by each user. The groups will appear each time you log into Elluminate VCS. Once groups have been created contacts can be moved into one or several different groups for sorting purposes.

1. From the Elluminate VCS client right-click in any blank area.



2. Select **Add New Group**.
3. Enter the **Group Name** and click **OK**.

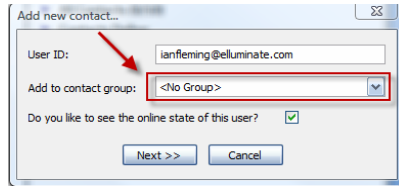


To add a contact to a group:

1. Select the **Contact** and hold the left mouse down.
2. Drag the contact to the **Group** where you would like it to be added.
3. Release the left mouse button and drop the **Contact** into the **Group**.

Note:

- You can select the **Group** when a contact is added in the **Add New Contact...** dialog box .

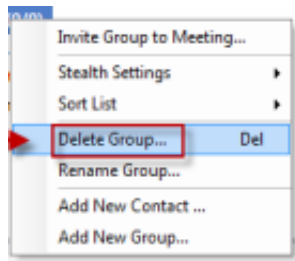


Managing Groups

All groups can be sorted and invited to meetings. Only user-defined groups can be renamed or deleted. You can also choose to show or hide the predefined groups.

To delete a user defined group:

1. From the Elluminate VCS client, select the user-defined group and right-click.
2. Select **Delete Group** and click **Yes** to confirm the deletion.



Note:

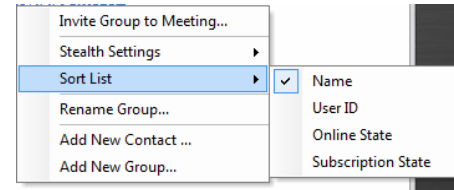
- All contacts must be removed from the group prior to deleting.
- Only user created groups can be deleted

To rename a group:

1. From the Elluminate VCS client, select the group and right-click.
2. Select **Rename Group**, enter the new group name and click **Yes**.

To sort the contacts in a group:

1. From the Elluminate VCS client, select the group and right-click.
2. Select **Sort List**. If you right-click in a blank area, the option will be to **Sort All Lists**.



3. Select one of the sort options.

To hide a predefined group:

1. From the Elluminate VCS client, right-click in any blank area.
2. Uncheck the group you would like to hide. The group option will change from **Show** to **Hide**. These settings will be maintained everytime you log into Elluminate VCS.

