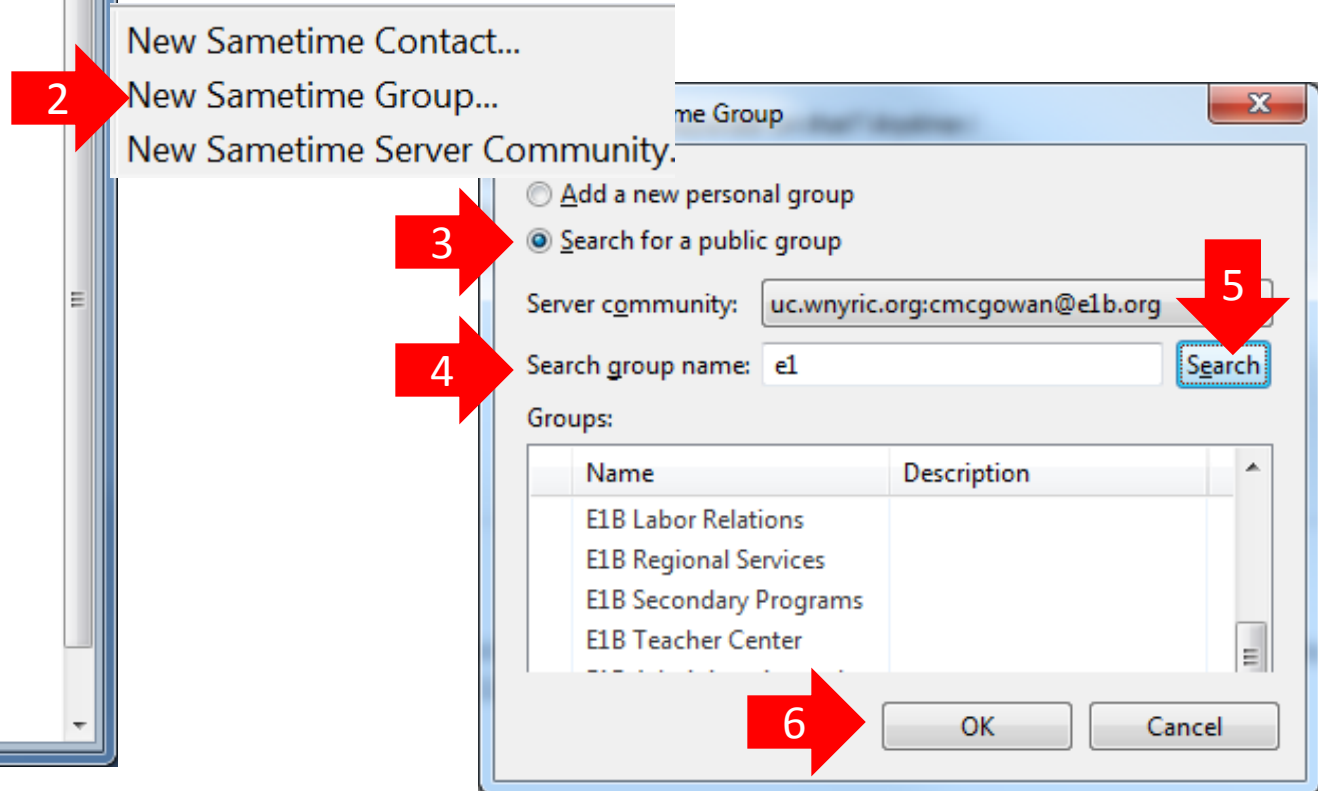
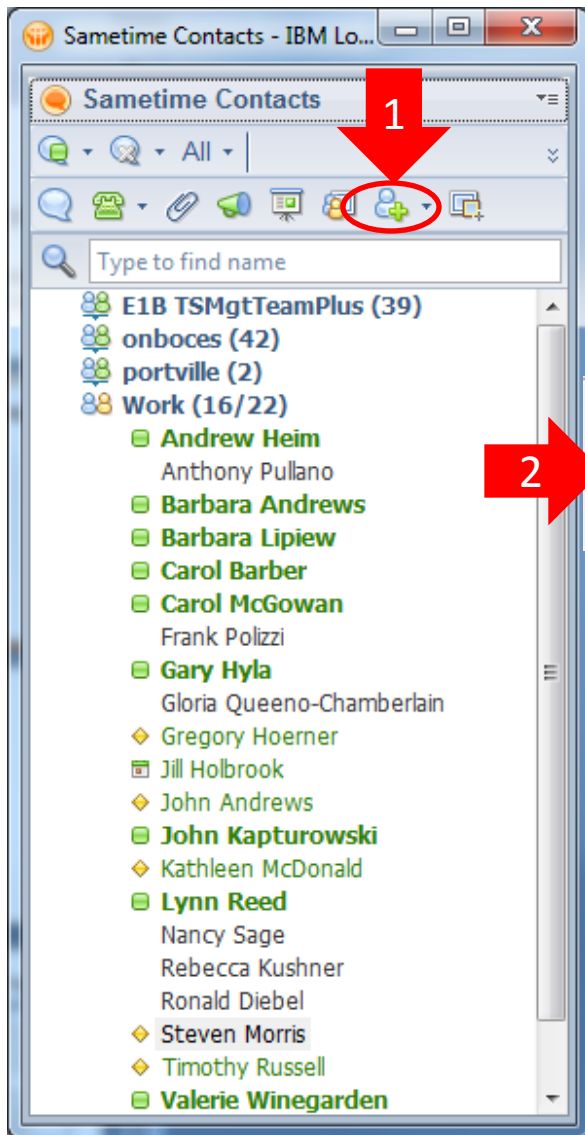
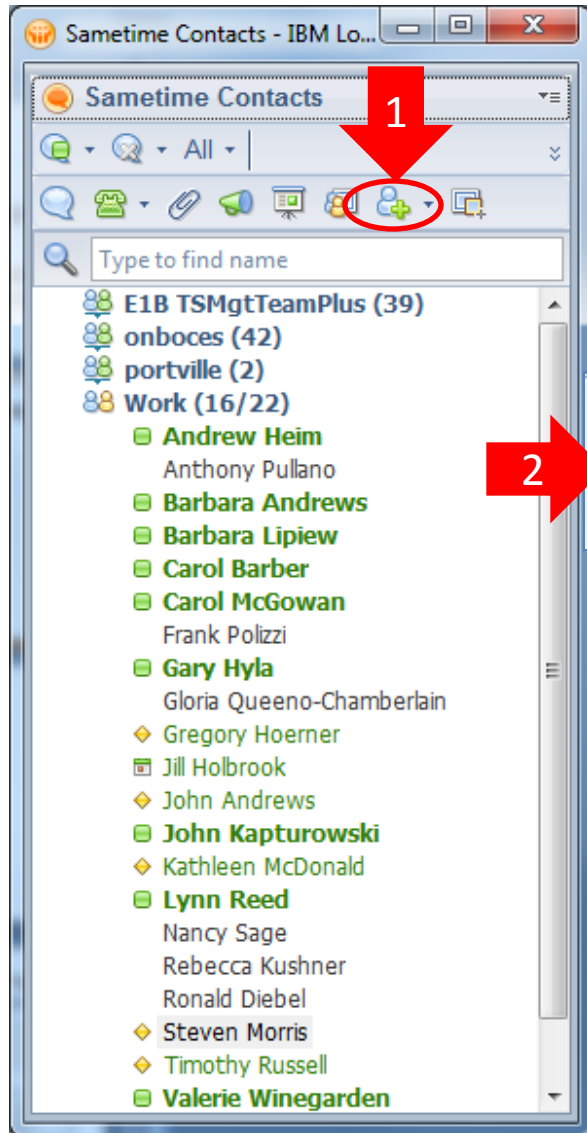


To Add Public Group to Contact List from Lotus Notes Client

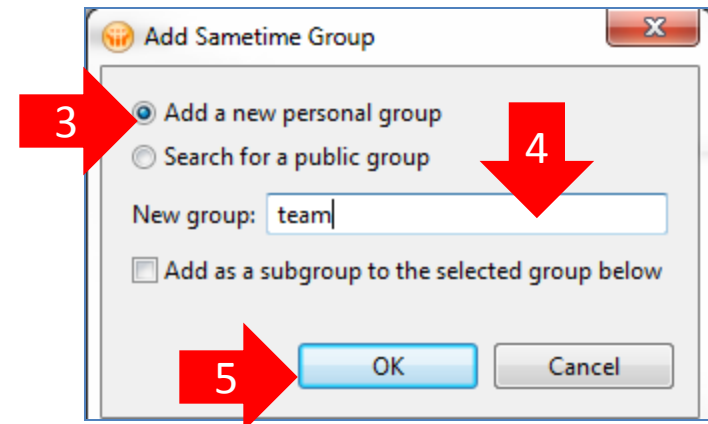
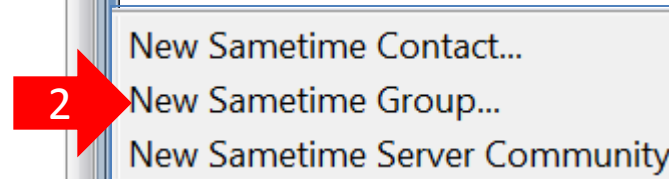
1. Click arrow next to person icon
2. Select "New Sametime Group"
3. Click "Search for a public group"
4. Enter at least 2 characters of group name
5. Click "Search"
6. Highlight desired group in the returned list and click "OK"



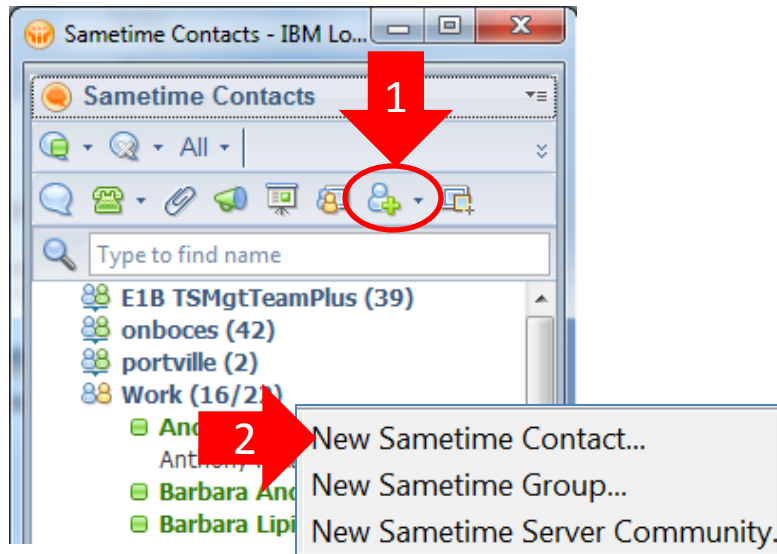
To Add Private Group to Contact List from Lotus Notes Client



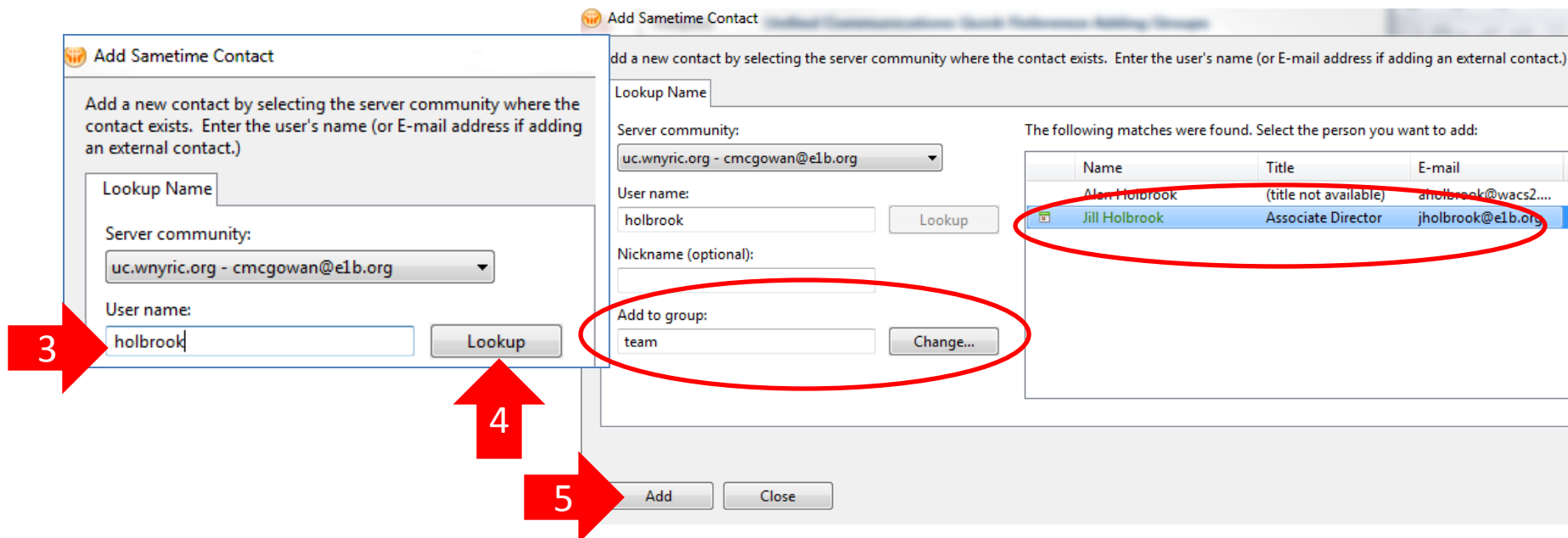
1. Click arrow next to person icon
2. Select "New Sametime Group"
3. Click "Add a new personal group"
4. Enter the group name
5. Click "OK"



To Add Contacts to Private Group from Lotus Notes Client



1. Click arrow next to person icon
2. Select "New Sametime Contact"
3. Enter part of the user name
4. Click "Lookup"
5. Highlight the user name, update group name if desired and click "Add"



To Add Public Group to Contact List from iNotes

1. Click the cog icon

2. Select "New Group" from the drop down

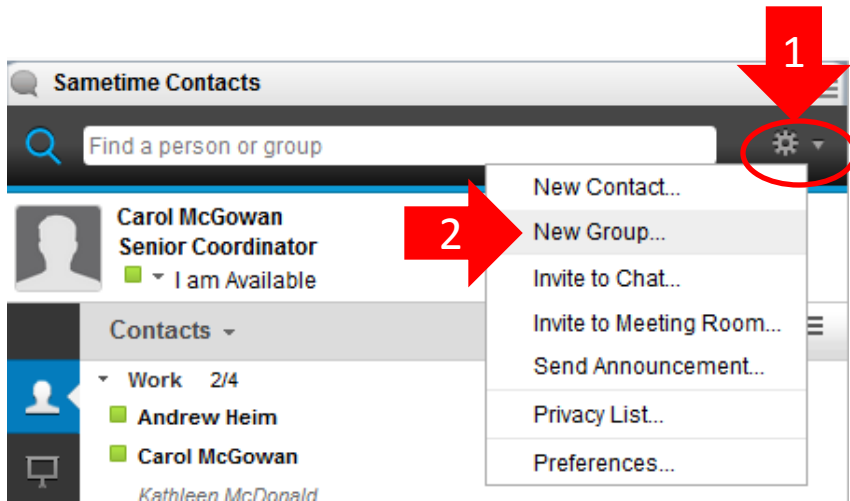
3. Enter at least 2 characters of group name

4. Click "Search"

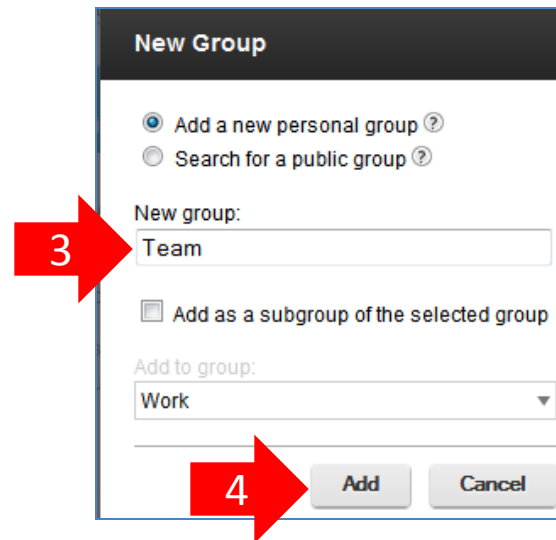
5. Highlight desired group in the returned list and click "Add"

The screenshot shows the 'Sametime Contacts' window with a search bar and a list of contacts. A red arrow labeled '1' points to the cog icon in the top right corner. A red arrow labeled '2' points to the 'New Group...' option in the dropdown menu. A red arrow labeled '3' points to the 'Group name:' input field containing 'e1'. A red arrow labeled '4' points to the 'Search' button. A red arrow labeled '5' points to the 'Add' button in the 'New Group' dialog box. The dialog box also shows a list of public groups to add, including 'E1B Staff', 'E1B BOE', 'E1B Central Office', 'E1B Communication Services', 'E1B Curriculum and Assessment', 'E1B Human Resources Services', 'E1B Labor Relations', and 'E1B Regional Services'. The 'Add to group:' dropdown is set to 'Infrastructure'.

To Add Private Group to Contact List from iNotes



1. Click the cog icon
2. Select "New Group" from the drop down
3. Enter a group name
4. Click "Add"



To Add Contact to Private Group from iNotes

1. Click the cog icon

2. Select "New Contact" from the drop down

3. Enter at part of a users name

4. Click "Search"

5. Highlight desired contact in the returned list

6. Select the group

7. Click "Add"

Sametime Contacts

Find a person or group

Carol McGowan
Senior Coordinator
I am Available

Contacts

Work 2/3

Andrew Heim

Carol McGowan

New Contact...

New Group...

Invite to Chat...

Invite to Meeting Room...

Send Announcement...

Privacy List...

Preferences...

New Contact

Name: andrew Search

Select the person to add:

Andrew Wnek

Andrew Suydam

Andrew Bowen

Andrew Heslink

Barbara Andrews

Andrew Heim

Andrew Wheelock

John Andrews

Add to group: Work

Add Cancel