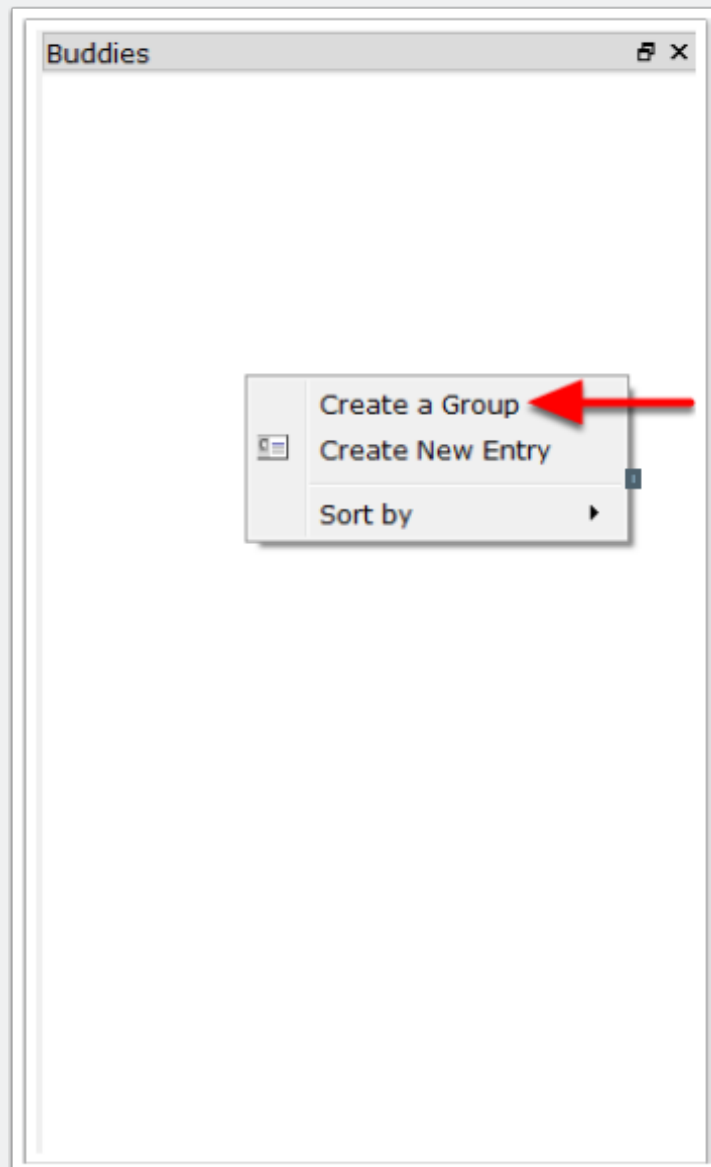


How add outside contacts to your buddies list

Step 1

Right click in the buddies list and select create a group.



How add outside contacts to your buddies list

Step 2

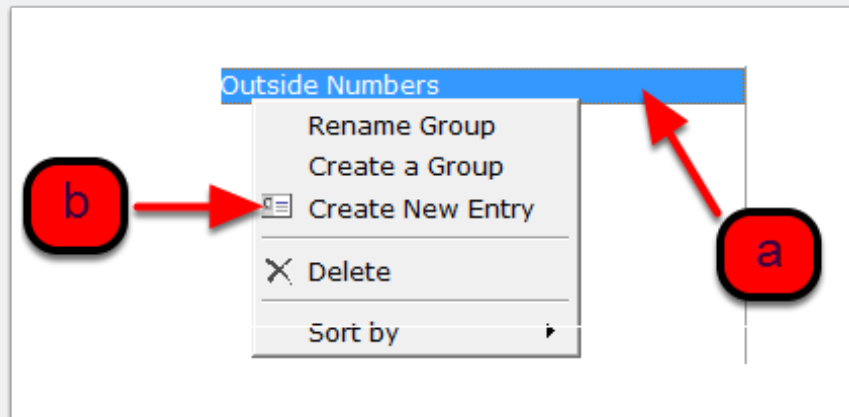
Name the group.



How add outside contacts to your buddies list

Step 3

- a.) Right click on the group
- b.) Select create new entry



How add outside contacts to your buddies list

Step 4

a.) Enter information

b.) Select save and close

The screenshot shows a dialog box titled "Entry Information" with a "1 of 1" indicator. The "Outside Numbers" section contains the following fields:

Full Name	Hogan Technology	Mobile Phone	
Company		Home Phone	
Business Phone	413-585-9950	E-mail	
Fax Number		E-mail 2	

Below these fields is a "SIP Address" field. At the bottom of the dialog, there is a link "Add new external IM contact" and a row of buttons: "<<", ">>", a list icon, a close icon, a dropdown menu, "Save and Close", and "Cancel".

Red annotations include a circle labeled 'a' pointing to the "Full Name" and "Business Phone" fields, and a circle labeled 'b' pointing to the "Save and Close" button.

How add outside contacts to your buddies list

Step 5

To add other entries repeat steps 3 & 4

