Lync – Adding Groups and Contacts

Create a new contact group.

In your Contacts list, right-click any group name (for example, Frequent Contacts). Select Create New Group from the menu and then give the group a name.

You can create as many groups as you need. Sub groups can be created within primary groups.

For example, you can create a primary group called Agriculture. Right click on the new Agriculture group and create sub groups, such as horticulture or livestock, within the Agriculture group.

Add new contacts to your groups.

In the search field, type a name or email alias for the person who you want to add to your Contacts list.

Hold your mouse pointer over the person’s name in the list.

In the person’s contact card that appears, click the plus sign (+).

Select your contact group in which to put the new contact.

That’s it!