Your Contact List is the location from which you can interact with your contacts. You can send them a message, add them to groups, and decide how you want the contacts displayed within Lync. This topic details how to work with your Contact List in Lync.

**Viewing and Adding Contacts**

Viewing and adding contacts to your Lync list is simple. There are several ways through which you can add contacts to your Contact List. The most direct method is described in this topic.

After logging into Lync, Lync is displayed and appears similar to the following image.

![Lync Contact List](image)

Select the **Add a Contact** icon.
Select the Add a Contact icon, located on the right side of the Lync window. A drop-down menu displays.

The drop-down menu provides several options. You can:

- **Add a Contact in My Organization**: Use this option to add a contact that works for the same company/organization as you.
- **Add a Contact Not in My Organization**: Use this option to add a Lync user that does not work for the same company/organization as you.
- **Create a New Group**: Select this option to organize your contacts into Groups.
- **Display Options**: Select this option to customize your display.
WORKING WITH LYNC CONTACTS

For the purposes of this document, the **Add a Contact in My Organization** option will be selected. After selecting **Add a Contact in My Organization**, the cursor is moved from its current position and placed into the **Find Someone** field, as shown below.

![Find Someone Field](image)
Begin typing the name of the person you want to add as a contact. As you enter characters into the **Find Someone** field, the results are narrowed to alphabetical matches.
Continue entering characters until you locate the name of the person you want to add to your contacts. Once the name of the person you want to add to your contacts is displayed, right-click on the person's name. A pop-up menu displays.

Select the **Add to Contacts List** option. A sub-menu displays to the right of the original pop-up menu. The sub-menu displays your contact groups. By default, you have an *Other Contacts* group. If you have created any other contact groups, the names of those groups are displayed. Select the name of the group to which you want to add this contact. After selecting a group name, the contact is added to your contact list, in the selected group.

Repeat these steps to add additional contacts to your Contact List.
Creating a Contact Group
Contact groups provide the ability to organize your Lync contacts by an association, such as the department in which they work. Follow these steps to create a new Contact group within Lync.

Log into Lync and select the Add a Contact icon, located on the right side of the Lync window. A drop-down menu displays.
From the drop-down menu, select **Create a New Group**. A new field in which you can enter the name of your new contact group is displayed.
Place your cursor in the **New Group** field and begin typing the name of the contact group you are creating. When you are finished entering the contact group name, press the **Enter** key. The contact group is now displayed in the list of available groups.

Repeat these steps to create additional contact groups.