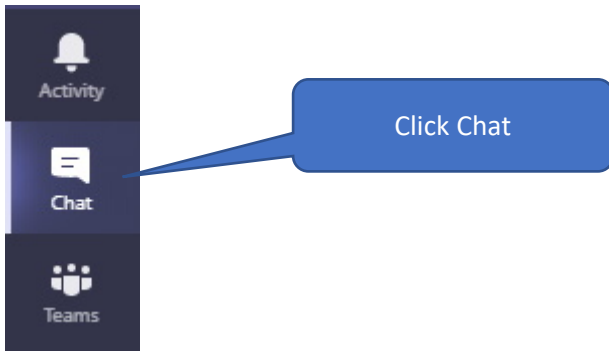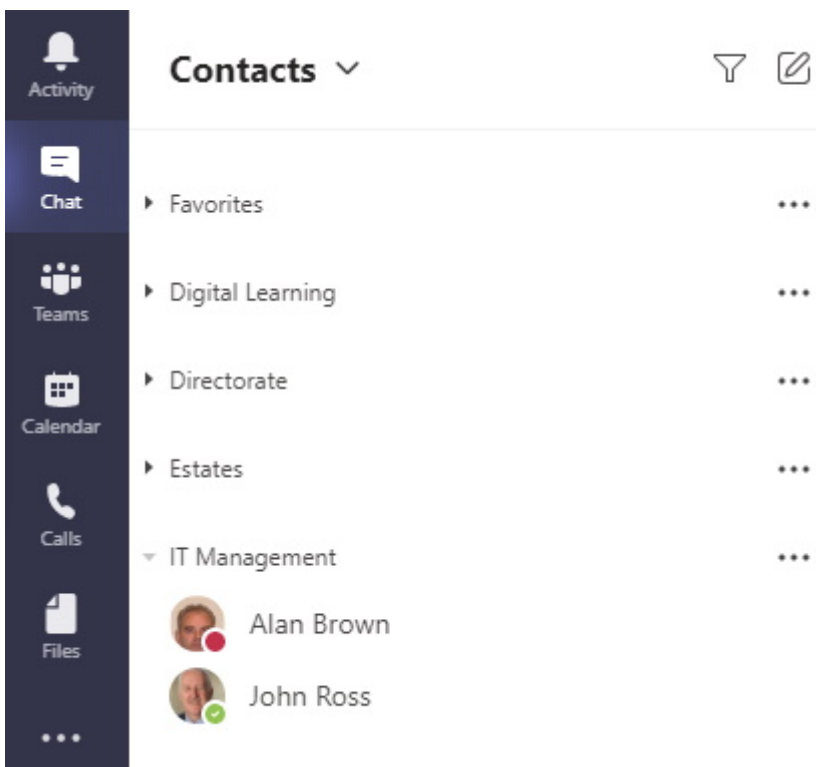# Viewing Contacts in Teams

January 2021

servicedesk

Click on the chat menu in Teams, from here you can change the menu to see your contact groups, the groups you created in Skype for Business will automatically be here and you can also create new groups.

Click Chat

Click the dropdown menu arrow and select Contacts.

Click arrow

Select Contacts

Contact groups that you had previously created can now be viewed and you will be able to view the status of your contacts.

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To add a new Contract group, click Create a new contact group from of the contact list.

ꊢ⁺   Create a new contact group

Give the group a name and click Create.

Create a new contact group

Organize your contacts into groups to find them more easily.

Contact group name

IT Team

Cancel   **Create**

> Click Create

Add contacts to the group by clicking on the additional menu options "three dots or ellipsis icon".

▼ IT Team   •••

▸ Marketing   More options
                             •••

> Click for more options

Click Add a contact to this group.

IT Team   •••

Marketing   ℺⁺ Add a contact to this group

MIS   ⊟⫶ Rename this group

Network Team   🗑 Delete this group

> Click Add a contact

Start to type the name of the contact and the directory will be searched, click on the contact to add.

Add to contacts

Kerry Ann|

      Kerry-Anne Kerr
      (KERRY-ANNE.KERR) Service Desk Lead

> Click to add