

GSD. MS Teams - How to Manage Contacts in Microsoft Teams

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General Information:

Possible symptoms/errors:

How to Manage Contacts in Microsoft Teams?

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Organizing contacts in Microsoft Teams makes it easier for user to find them. This article shows a guide on how to view the contact list and how to add and remove a contact in Microsoft Teams.

Details:

A. View your Contacts1. Advise the user to click on Calls then to select Contacts.2. User will find the list of all their contacts on the right. 3. To find a specific contact, instruct the user to use the search bar.

B. Add a Contact1. To add a new Contact to the list, user needs to click on Add contact.2. Advise the user to enter the name of the contact they wish to add then click Add.

3. New contact will now be added on user's contact list.

C. Remove a contact1. To remove a contact, instruct the user to right-click on it and to select Remove Contact.2. Contact selected will now be removed from the contact list.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A:

