# Contacts

On the Contacts tab you can manage your contacts and group them.

## Add contact

You can create a contact entry using the „Add contact" button:

- If you want to create a contact outside the university, select „Create custom contact".
- Select the corresponding group or create a new group here (see also below).
- In the field „Add people by name or e-mail" you can search for university members and university staff.
- Then click on „Add".

## Create group

You can create a new group by clicking on the button „Create group":

- Give the group a meaningful name
- Then click on „Create".
- The group will then appear on the left-hand side of the Webex Client and members can be added there.

The groups „Important contacts" and „Other contacts" are predefined by the manufacturer and cannot be changed.

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