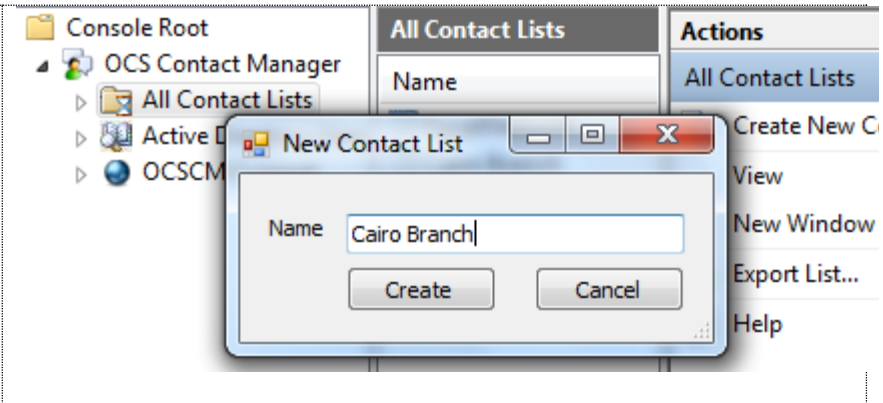
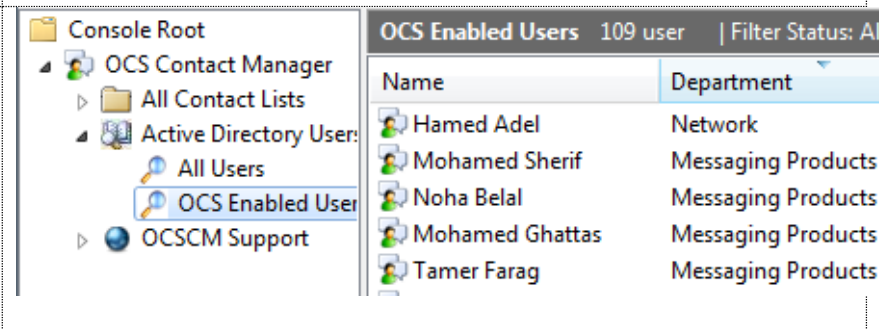

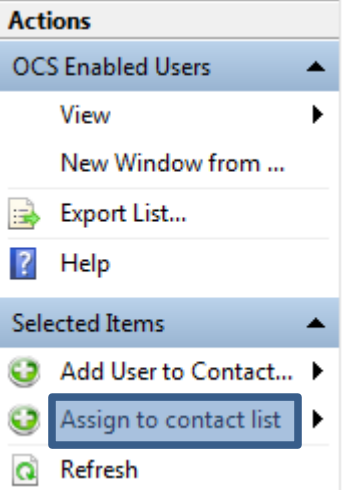
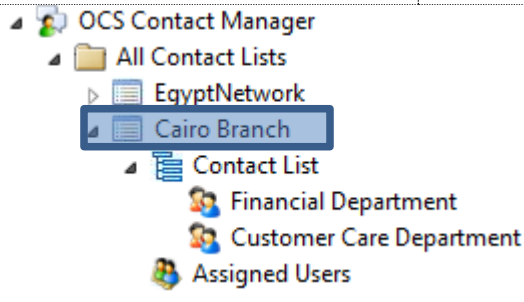
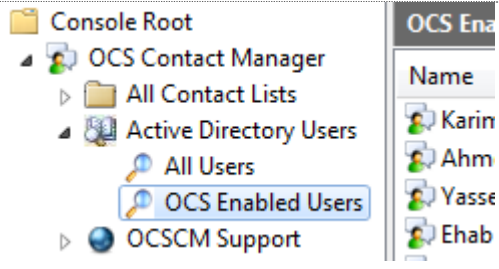
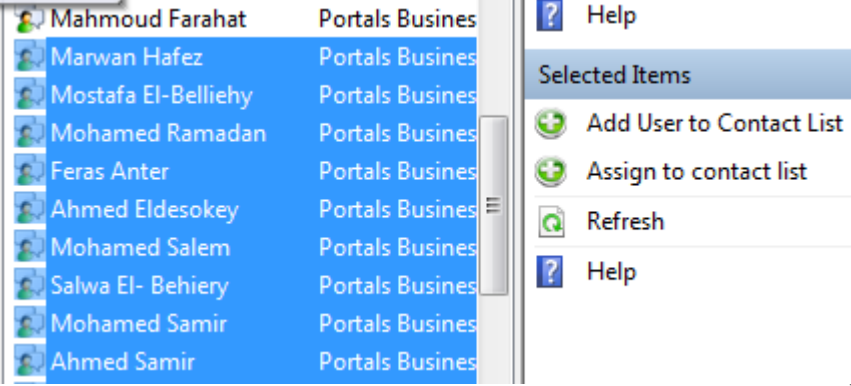
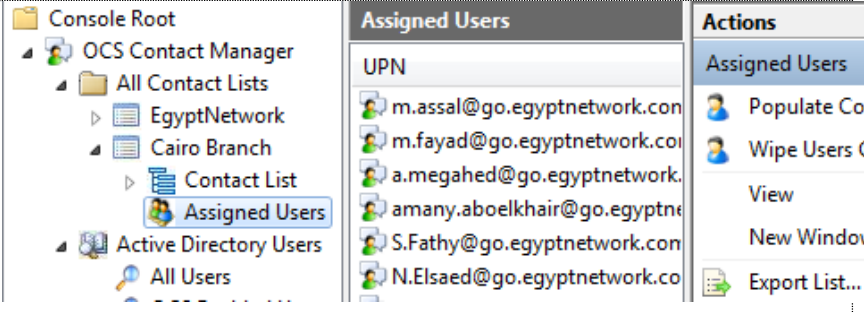


<p>1.Go to “All Contact Lists” and Create a new contact list by choosing “Create Contact List” from the actions pane</p>																							
<p>2.Go to “Active Directory Users” and then “OCS Enabled Users” to browse the current OCS users</p>	 <table border="1" data-bbox="909 735 1429 1018"> <thead> <tr> <th>Name</th> <th>Department</th> </tr> </thead> <tbody> <tr><td>Hamed Adel</td><td>Network</td></tr> <tr><td>Mohamed Sherif</td><td>Messaging Products</td></tr> <tr><td>Noha Belal</td><td>Messaging Products</td></tr> <tr><td>Mohamed Ghattas</td><td>Messaging Products</td></tr> <tr><td>Tamer Farag</td><td>Messaging Products</td></tr> </tbody> </table>	Name	Department	Hamed Adel	Network	Mohamed Sherif	Messaging Products	Noha Belal	Messaging Products	Mohamed Ghattas	Messaging Products	Tamer Farag	Messaging Products										
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<p>3.Select a group of users which you want to add into a specific Group of contacts, for example select all financial department employees</p> <p>Hint: use CTRL+ Mouse click</p>	 <table border="1" data-bbox="909 1060 1429 1501"> <thead> <tr> <th>Name</th> <th>Department</th> </tr> </thead> <tbody> <tr><td>Kholoud Mostafa</td><td>Human Resources</td></tr> <tr><td>Rasha Anwar</td><td>HR</td></tr> <tr><td>Mohamed El Wakil</td><td>Financial</td></tr> <tr><td>Hesham Nasser</td><td>Financial</td></tr> <tr><td>Fattahallah Ragb</td><td>Financial</td></tr> <tr><td>Yasser Tawfiq</td><td>Financial</td></tr> <tr><td>Ismail Eissa</td><td>Financial</td></tr> <tr><td>Shaban Moawad</td><td>Financial</td></tr> <tr><td>Mohamed Mostafa</td><td>Financial</td></tr> <tr><td>Hatem Elantary</td><td>Development</td></tr> </tbody> </table>	Name	Department	Kholoud Mostafa	Human Resources	Rasha Anwar	HR	Mohamed El Wakil	Financial	Hesham Nasser	Financial	Fattahallah Ragb	Financial	Yasser Tawfiq	Financial	Ismail Eissa	Financial	Shaban Moawad	Financial	Mohamed Mostafa	Financial	Hatem Elantary	Development
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<p>4. From the action pane on the right select "Add User To Contact List" and then select the contact list name you have just created in step 1 then select "Create New Group" as the contact list is new and contains no groups yet, Enter the group name for example "Financial Department"</p>		<p>5. You might repeat steps 3 to 5 to create more groups and add more contacts based on your needs</p>
<p>6. Go back to the contact list node you created you will find the contact list groups and contacts you might browse and make changes if needed</p>		
<p>7. Now you successfully created the contact list you desire, to assign this contact list to OCS users you need to go back to the "OCS Enabled Users" and select the OCS users you want to assign them have this contact list.</p>		
<p>8. After selecting the users choose from the right action pane select "Assign to contact List" and choose the contact list name you created in step 1.</p>		

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<p>9. Now you might go back to the contact list and browse the node "Assigned Users" to browse assigned users and edit if needed</p>	
<p>10. As you are on the assigned users node you can populate the contact list to the assigned users by choosing "Populate Contact List"</p>	