

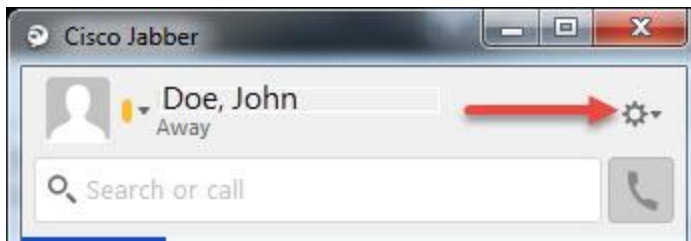
Cisco Jabber

How Do I Sort Contacts in Jabber?

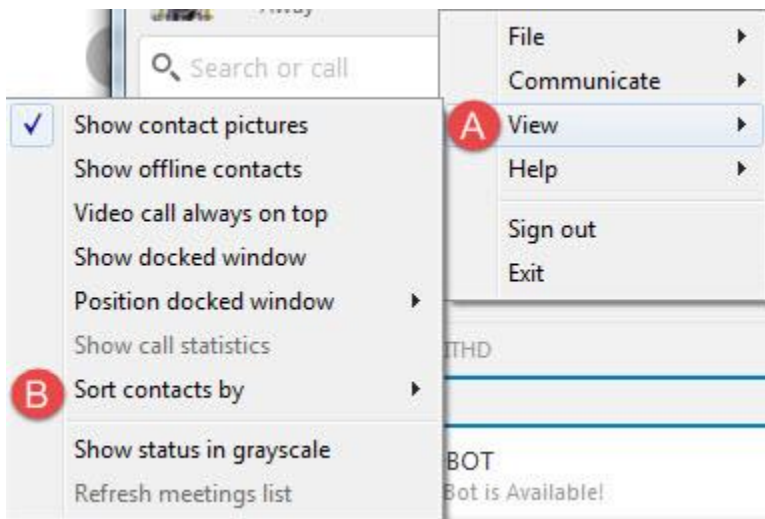
Jabber allows you to manage your contacts by sorting in alphabetical order or by the status (i.e., available, away, do not disturb)

To sort contacts in Jabber, follow these steps.

1. In your Jabber window, click on the **gear icon**.



2. Hover your mouse over **View** and **Sort Contacts By**.



3. You will now have available options to sort your contacts.
 - o Select **Name** to sort by alphabetical order.
 - o Select **Status** to sort by their presence information.

