


Managing User Groups

Your contacts in the contacts list can be organized in groups which you can, for example, name after the project or task in which the users are involved. This section describes how to:

- [Create user groups.](#)
- [Add users to a group.](#)
- [Delete a group.](#)
- [Hide and show groups.](#)

To create a new user group

1. Expand the IDEtalk tool window, click the arrow on the icon  , and select **Create User Group**.
2. Type the desired group name and click **OK**.

To add a user to the newly created or existing groups, do one of the following


- If you already have some users in your contact list, select the user name and drag it to the desired group in the IDEtalk tool window.
- If your contact list is empty, you first need to [search for users on your local network](#) or [add them by Jabber ID](#).

To remove a user group

1. Right-click a group in the contact list and choose **Delete** on the context menu, or press **Delete**.
2. In the dialog that opens, confirm deletion.

All users in the selected group will be deleted from your contact list.

To hide and show the users in the users groups

1. Click the **Expand Tree** and **Collapse Tree** buttons on the toolbar of the IDEtalk tool window,
2. Click the Settings button  and select the **Hide offline users** option.
3. Double-click the user group name.

See Also

Reference:

- [IDETalk and IDETalk Messages Tool Windows](#)

Web Resources:

- [Developer Community](#) 