



## Manage Contacts and Groups

- 2023-07-12 - VSee Messenger (Providers and Patients)

### ADD A CONTACT GROUP

1. Open the VSee Messenger app.
2. Click on the contacts icon then plus icon. Select **Add Contact Group**.



3. Type the name of your group and click **Add** to create a new group.



### DELETE A CONTACT GROUP

Right-click on a group. Select **Delete this Group**.



### ADD CONTACT TO A GROUP

Right-click on a contact. Select **Move to** or **Copy to**, then choose an existing group you want to move or copy it to.



### DELETE A CONTACT

Right-click on a contact and select **Delete Contact**.



### HIDE / UNHIDE OFFLINE CONTACTS

Click on the 3 vertical dots then **Hide Offline Contacts**. To unhide, do the same steps.



### ABOUT "CONTACT REQUESTS" GROUP

Starting with VSee Messenger 4.5, Contact Security has been implemented to ensure that a user can only be contacted via chat or call from others that the user has approved. More about Contact Security [here](#).

The "Contact Requests" contact group will automatically appear if you have any

outstanding contact requests to accept, decline or mark as spam. It will disappear if there are no pending requests.



## ABOUT “MY COMPANY” GROUP

"My Company" contact group is a feature designed to allow coworkers within the same organization to quickly connect with each other. Thus, the people under "My Company" should be VSee users who all share the same company email domain. This feature is disabled by default. You should only see a "My Company" group if you signed up using your company email and if this feature is enabled for your company by request. To enable for your company domain, contact us at [help@vsee.com](mailto:help@vsee.com).