To add a new contact, click within the search bar which reads 'Find someone or dial a number.' This ingenious bar connects to the entire PUC database.

Once the desired contact pops up, right click on the name, hover over 'Add to Contacts list,' and select a group to deposit your splendid new contact info.
If you wish to add a contact to a speed dial button on the physical Polycom phone, right click on the contact name and select ‘Add to Favorites.”

To add a new contact group, click this button and select ‘Create a New Group.’

Your fabulous new group will appear at the bottom of the contact list.
If you wish to rename your lovely new contact group, right-click on the new group and select 'Rename Group.'

Alternatively, click and drag a contact out of one group and deposit it into another.

To move a contact from one group to another, right-click a contact name, select 'Move Contact To,' then click the group name of your choosing.
Using Groups 4

To delete antiquated groups, right-click on an undesired category and select 'Delete Group.'
Skype for Business is designed with a slightly different interface on Mac computers, so let's view how to bolster your contact list while using Apple devices.

First, select 'Contacts' from the side menu.

Search for the name of the individual whom you want to add. As long as they are registered in the PUC system, their contact information will leap to the page.

Right-click on the name below the search bar and select 'Add Contact.'
Adding Contacts (Mac) 3

To swap a contact from one group to another, right-click their name, hover the cursor over 'Groups,' and select the desired category.

Adding someone to 'Favorites' will assign them to a speed dial button on your Polycom phone.

Adding Contacts (Mac) 4

To remove a contact, right-click on their name and click 'Remove Contact.'