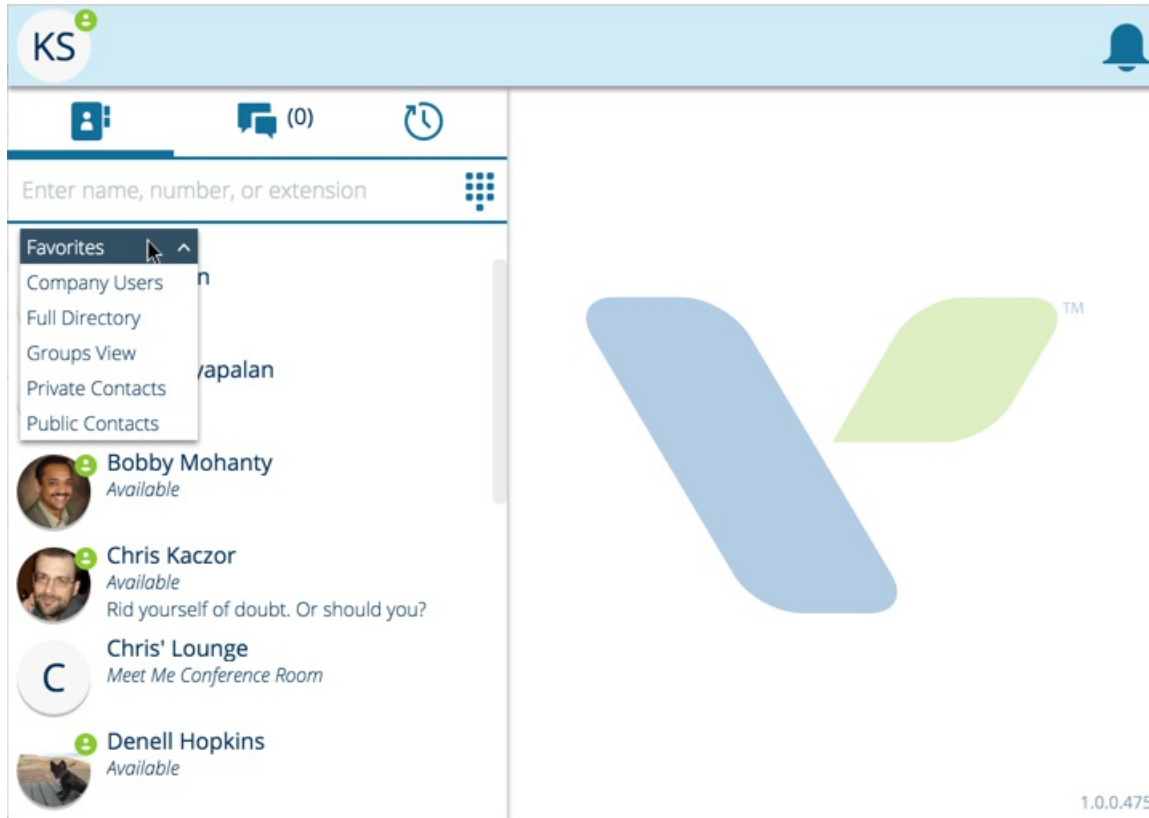


Directory Views

Last Modified on 11/12/2020 6:55 pm EST

Your ViewPoint Web [Directory](#) is comprised of a list [Directory Cards](#) organized by Directory Views.

Directory Views sort your directory into lists based on directory entry type.



Available views include:

- Company Users

All of your company's directory entries including your fellow Wave Users, Multimedia Conference Rooms, and any Auto Attendants, Queues, or Hunt Groups your company is utilizing.

- Favorites

A specialized [group](#) with its own Directory View. You can [add](#) anyone from your directory into your Favorites group by right clicking on their Directory Card.

- Full Directory

Your entire directory. This view is what is used when you do a [Directory Search](#).

- Groups View

This view allows you to organize your directory by [Groups](#) (which you can minimize or expand).

- Private Contacts & Public Contacts

If you created Private or Public Contacts in ViewPoint Desktop, you can view them here. (Currently, you cannot create contacts in VPW, so you'll continue to manage them from ViewPoint Desktop for now.)