How to Manage Your Buddy List in Pidgin (rev 3-6-09)

How to give a Buddy an Alias (a short name, e.g. Andrea instead of andrea_horne@libraryh3lp.com)

1) Double-click on the Pidgin icon ( ) in the lower right toolbar.
2) Right-mouse on the name you would like to change. A menu will appear (see right).
3) Click on Alias…
4) Type the name you would like to use for that person, then press Enter.

How to Delete a Buddy

1) From your Buddy List, right-mouse on the name you would like to delete. Click on Remove.
2) Click on Remove Buddy to confirm the removal

How to Group Your Buddies

You may want certain buddies, like your department members, grouped together, and in a certain order in your buddy list.

1) From your Buddy List, click on Buddies, then Add Group… (see right)
2) Name your Group, e.g. Reference, and click on Add. Note you won’t see the group in your Buddy list yet.
3) Now add buddies to your new group. Right-click on a name in your list and chose Move to, then the group you would like.
4) Now you’ll see the new group, with the newly added buddy, appear at the top of your Buddy List.
5) You may move the groups around in your Buddy List by clicking on the group name and dragging it up or down in the list to the position you would like.

How to Only Show Buddies Who are Online

1) From your Buddy List, click on Buddies, then Show...
2) Click on Offline Buddies to un-check it.