

# Add or Update a Contact - Movius for BlackBerry iOS

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Read on to learn how to add or update contacts in the Movius for BlackBerry app.

## Overview

The Movius for BlackBerry app provides you a separate contact list for your business calling and texting. When you sync with Exchange, there is a two-way sync between your MultiLine Contacts List and Exchange Contacts list. So you can add contacts from the MultiLine App, MultiLine Desktop, or by adding them in Exchange.

## Before you start

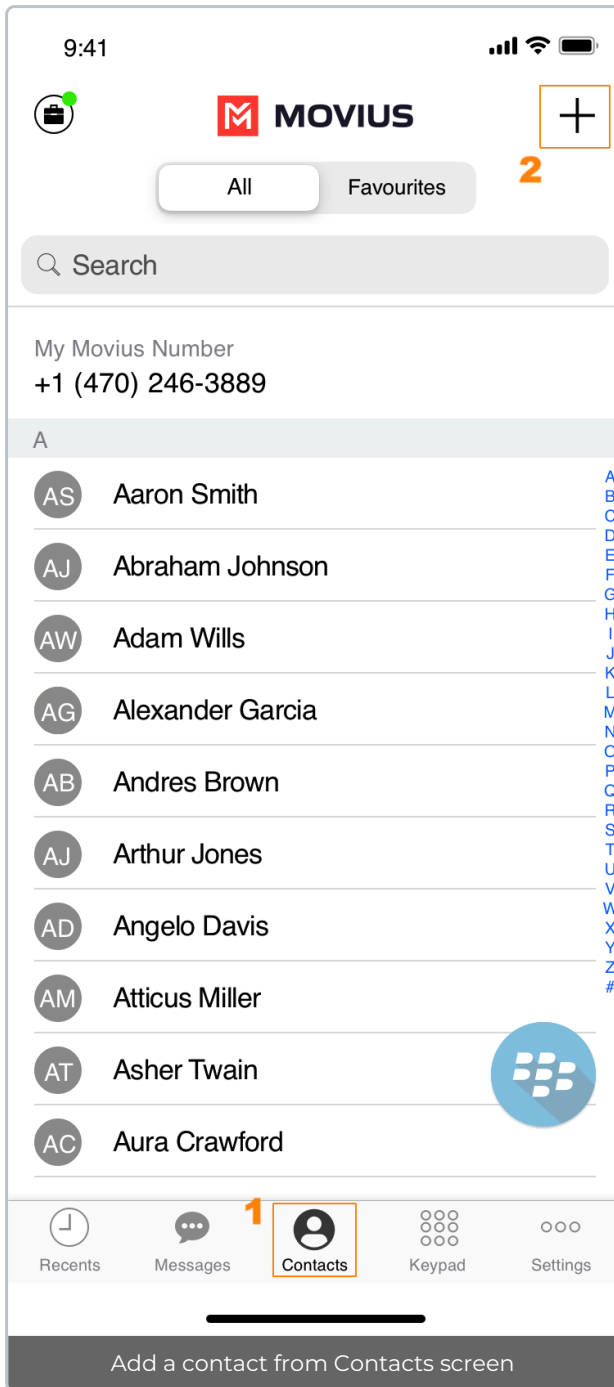
- Before adding a contact, you need to have selected your Contact Source as Exchange Contacts.

## Add a contact

You can add a contact from the contact screen or from your recent calls.

### Adding a contact from the Contact screen

1. Go to **Contacts**.
2. Click the **Add Contact** button.



3. Create your contact using the available fields on the **Edit Contact** screen.


1. First name
2. Last name
3. Company
4. Job Title
5. Department
6. Contact photo
7. Number
8. Add additional numbers
9. Email
10. Add additional emails
11. Address
12. Add additional addresses

13. Delete Contact

14. Save and exit

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Cancel Edit Contact Done **14**

**6**  **1** Adam

[Edit](#) James **2**

JPM **3**

Operations Lead **4**

Department **5**

**-** Work +1 470-246-6026 **7**

**+** add phone **8**

**-** Work adam.james@moviuscorp... **9**

**+** add email **10**

**-** Home **11**


Street

Street

City

State ZIP

United States >

**+** add address **12** 

Delete Contact **13**

Contacts Edit screen

### **Adding a contact from your recent calls**

1. Go to your recent calls.
2. Select the blue info icon.
3. Select **Add Contact**.

## **Update contact with a new number**

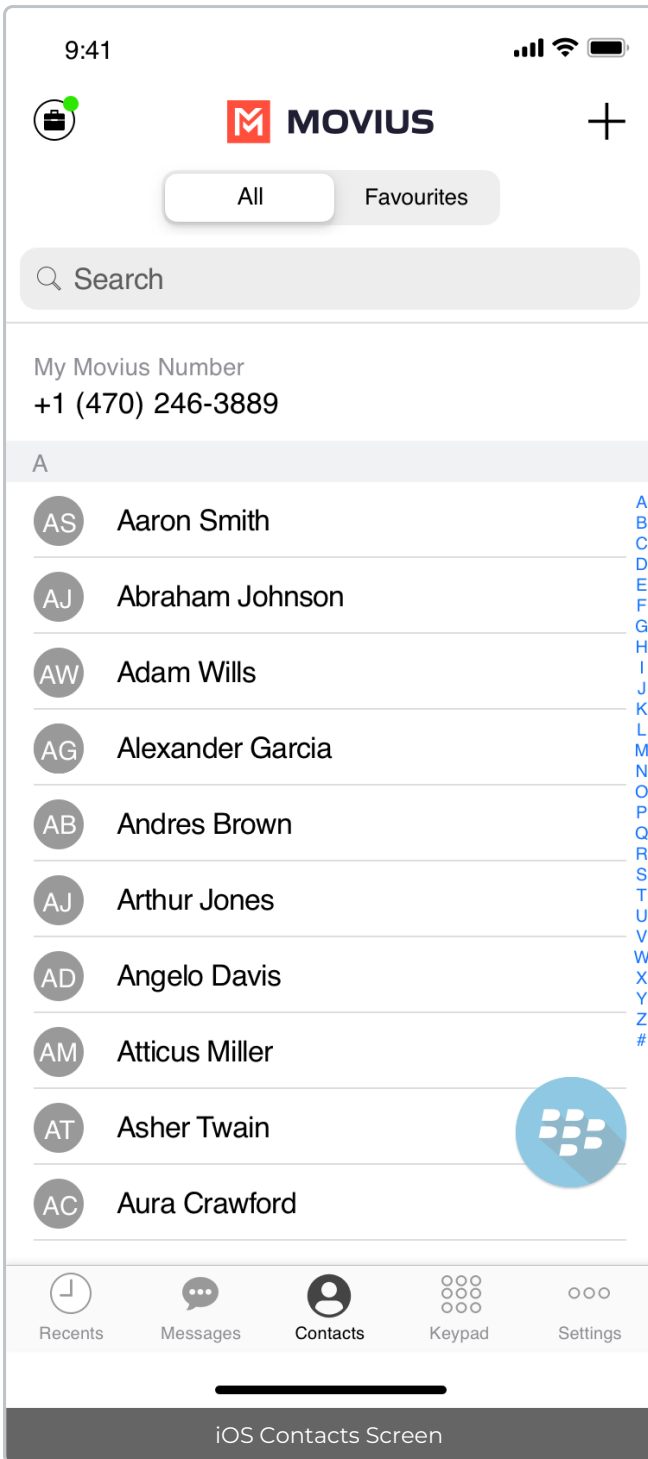
If you have a contact that calls you from a new number you can update that contact with the new number.

1. Go to **Calls**.
2. Tap the blue information icon for the unknown number.
3. Tap **Update**.
4. Enter the name or number of the existing contact you want to update.
5. The new number will be added.
  - From this screen you can change the label, if desired.
  - If you need to delete the previous number, tap the x and confirm.
6. Tap **Save**.

## **View, search and edit contacts**

To view, edit, delete, or message contacts, you must add at least one contact.

1. The **Contacts** screen displays all contacts in alphabetical order by default. *Note: The next set of instructions will teach you how to change this setting if you like.*
2. Start entering the number or name of your contact into the **Search** bar to narrow the list to a specific contact. *Note: The Search bar will not display until you begin scrolling.*



3. Clicking on any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.

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[← Back](#)[Details](#)[Edit](#)

Adam James

Work

+1 470-246-6026



Company

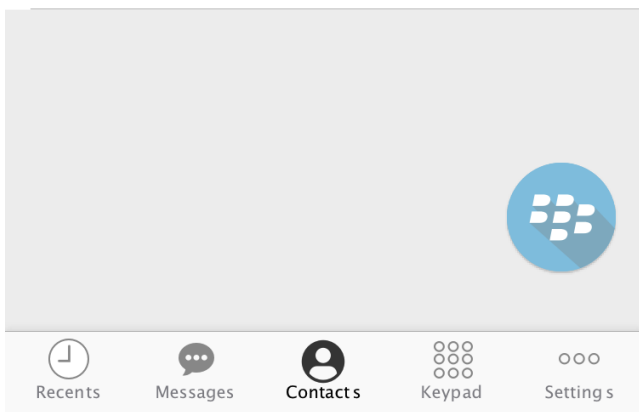
JPM

Job Title

Operations Lead


Other

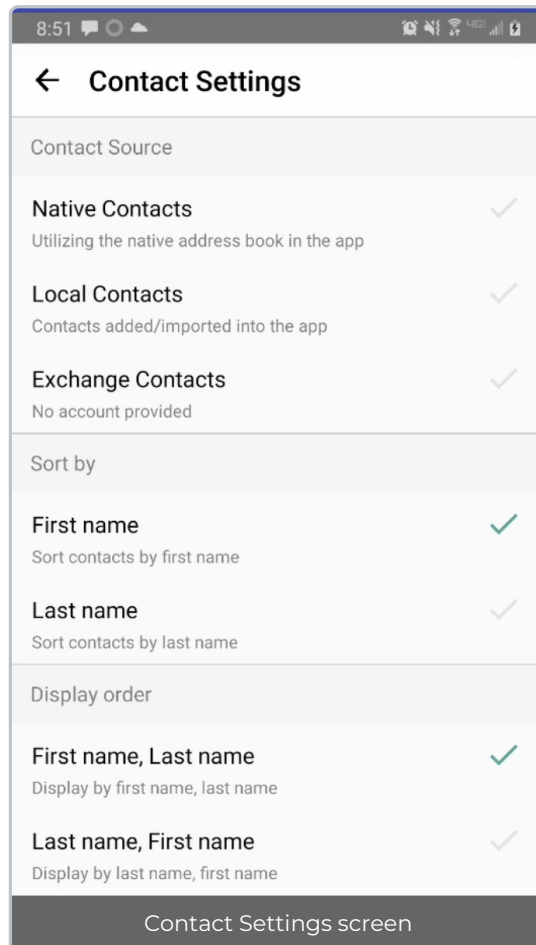
adam.james@moviuscorp.com

[Add to Favorites](#)[Block Contact](#)

4. Clicking on the **Edit** button in the top right-hand corner allows you to choose to delete or edit, the selected contact.

## Change the Contacts list display and order

1. Tap the **menu icon**  in the bottom right (iOS) or upper right-hand corner (Android).
2. Tap **Settings**.
3. Tap **Contact Settings**.
  - You can sort by first or last name
  - You can display first name or last name first



4. When complete, you can exit the menu and your Contacts list will be in the chosen **Sort by** and **Display order** settings selected.

## Add a Favorite contact

You may want to add contacts that you're in touch with more frequently to your favorite contacts. This makes it easier to start new calls or messages with them.

### ios

1. Go to the **Contacts** screen.
  2. Tap your contact to open the **Contact** details.
  3. Tap **Add to Favorites**.
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