Add or Update a Contact - MultiLine for Intune iOS

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Read on to learn how to add or update contacts in the MultiLine for Intune iOS app.

Overview

The MultiLine for Intune 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

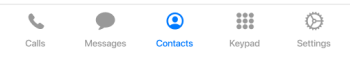
- Before adding a contact, you need to have selected your Contact Source as Exchange Contacts.
- Most MultiLine for Intune users will use Exchange Contacts. However, for more options see Add, Edit, or Delete Contacts (https://help.moviuscorp.com/help/adding-or-updating-a-contact-30c1615).

Add a contact

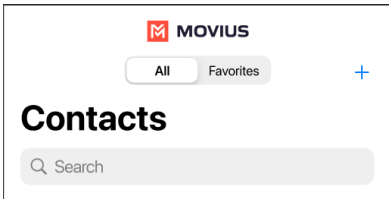
You can add a contact from the contact screen or from your recent calls.

Adding a contact from the Contact screen

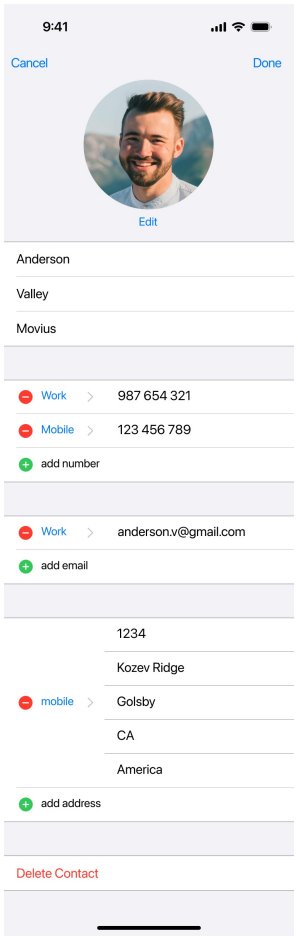
1. Go to **Contacts**.



2. Select the **Add Contact** + button.



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



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. Select the blue information icon for the unknown number.
3. Select **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. Select **Save**.

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.

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