

Searching, Viewing, and Editing Contacts - iOS

Last Modified on 10/23/2024 12:24 pm EDT

Read on to learn view, search, and edit contacts in your Contacts list in the MultiLine iOS apps.

Overview

- Once you set up your Contacts list, any contacts will appear on the Contacts screen. You can:
 - Tap a contact to see options for calling and messaging them.
 - View, add, and update contacts.

Before you start

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

View, search and edit contacts

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 any contact detail into the **Search** bar to narrow the list to a specific contact. *Note: The Search bar will not display until you begin scrolling.*

16:19

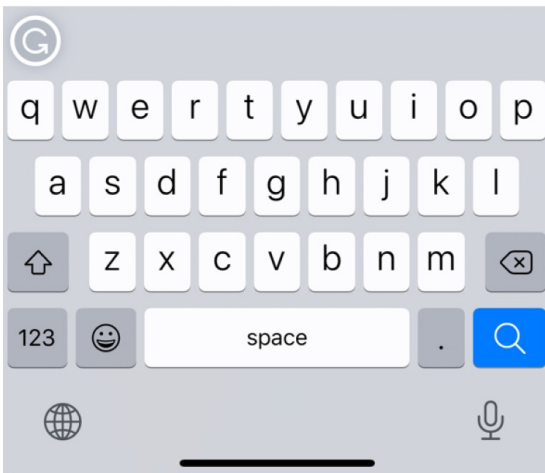
5G 100

Q Mich ✕ Cancel

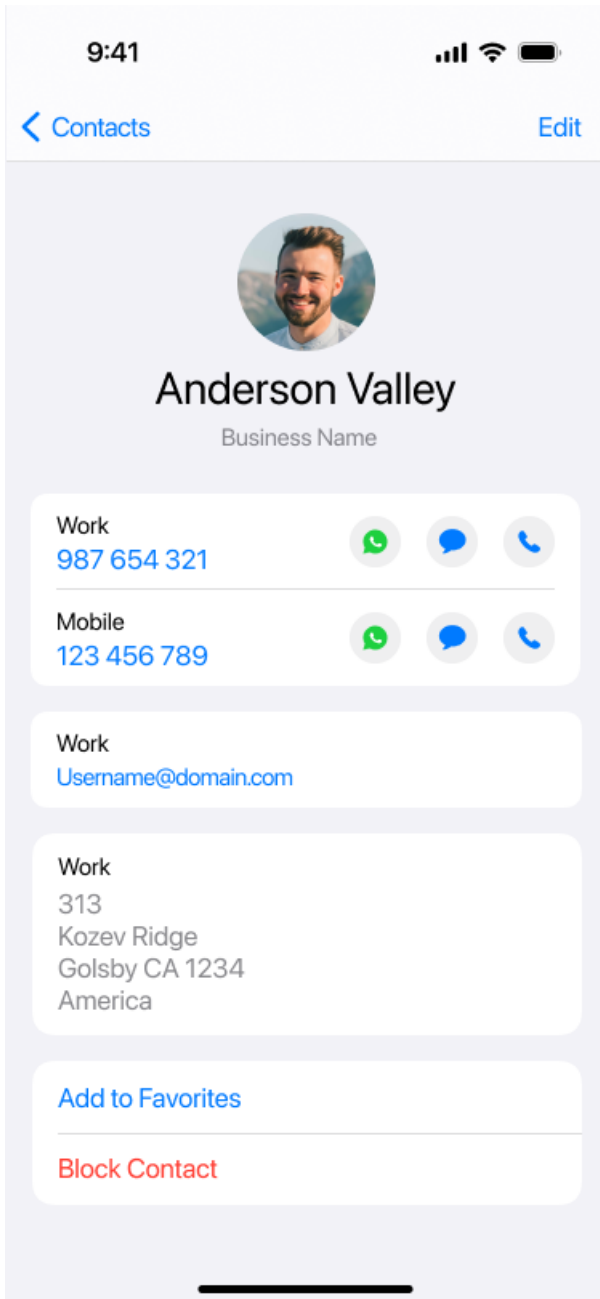
2 Contacts Found

 **Michelle**
michelle.dantas@movius.ai **Michelle ML**

2 On Exchange directory

 **Michael Speanburg**
Software Architect Sr
Michael.Speanburg@Movius.ai **Michelle Dantas**
Product Manager Sr
Michelle.Dantas@Movius.ai

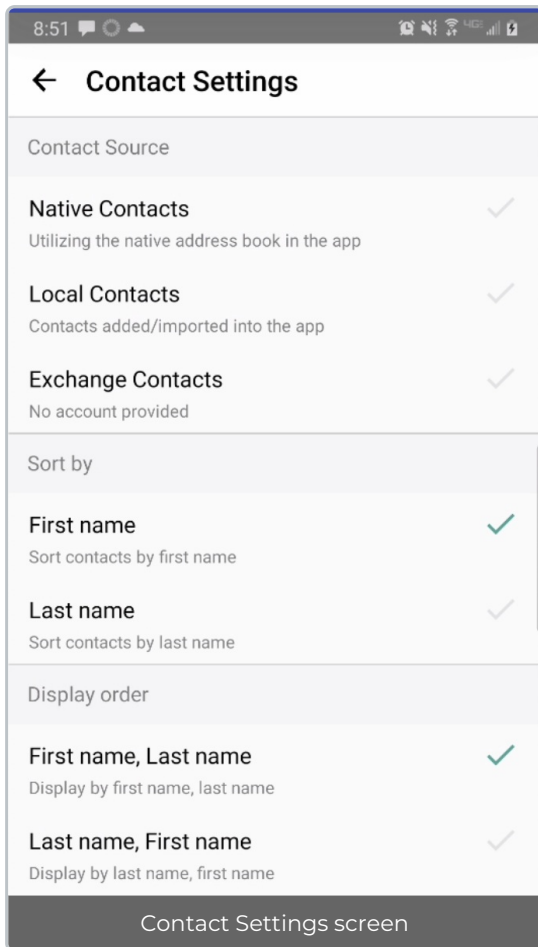
3. Selecting any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.



4. Clicking on the **Edit** button [Edit](#) 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. Select **Settings**.
2. Select **Contact Settings**.
 - Sort by first or last name
 - Display first name or last name first



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