

# Add or Update a Contact - Intune

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## ios

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

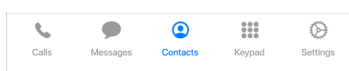
- Before adding a contact, you need to have selected your Contact Source as Exchange Contacts.
- Most MultiLine for Intune users will use Exchange Contacts. However, for more options see [Add, Edit, or Delete Contacts](https://help.moviuscorp.com/help/adding-or-updating-a-contact-30c1615)  (<https://help.moviuscorp.com/help/adding-or-updating-a-contact-30c1615>)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

### Add a contact

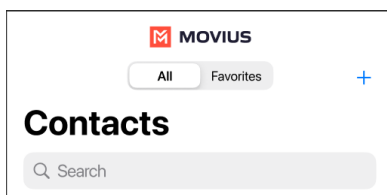
You can add a contact from the contact screen or from your recent calls.

#### Adding a contact from the Contact screen

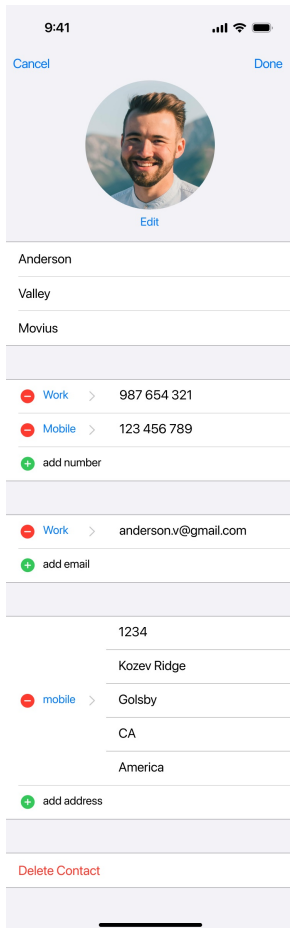
1. Go to **Contacts**.



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**.

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## Android

Read on to learn how to add or update contacts in the MultiLine for Intune Android 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

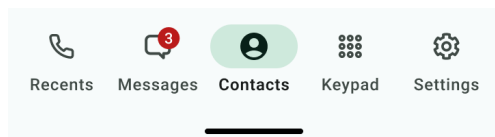
- Before adding a contact, you need to have selected your Contact Source as Exchange Contacts.
- Most MultiLine for Intune users will use Exchange Contacts. However, for more options see [Add, Edit, or Delete Contacts](https://help.moviuscorp.com/help/adding-or-updating-a-contact-30c1615)  (<https://help.moviuscorp.com/help/adding-or-updating-a-contact-30c1615>)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

### Add a contact

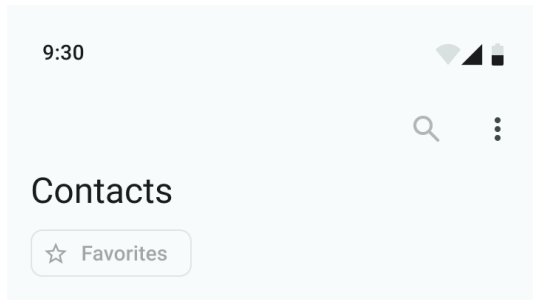
You can add a contact from the contact screen or from your recent calls.

#### Adding a contact from the Contact screen

1. Go to the **Contacts** tab.

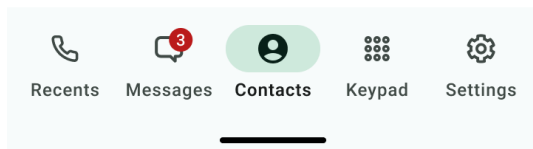


2. Tap the **Add Contact**  button.

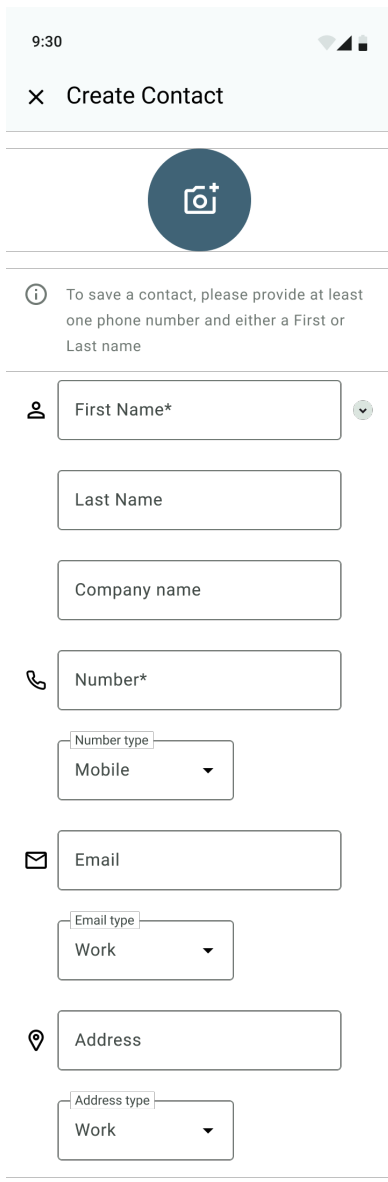


## No contacts

You can add contacts by importing through settings, or by creating a new contact using +



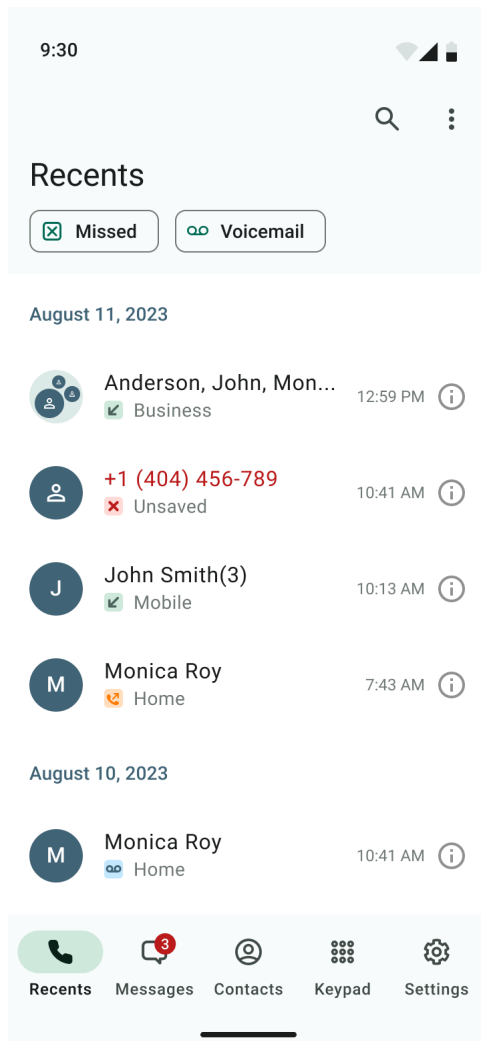
- Fill out as many details as desired:
  - Photo
  - First name
  - Last name
  - Phone
  - Email
  - Address
  - Tapping "Add Phone field", "Add Email field", or "Add Address field" will let you associate multiple phone numbers, email addresses, and addresses for the contact. You can choose labels for each field.



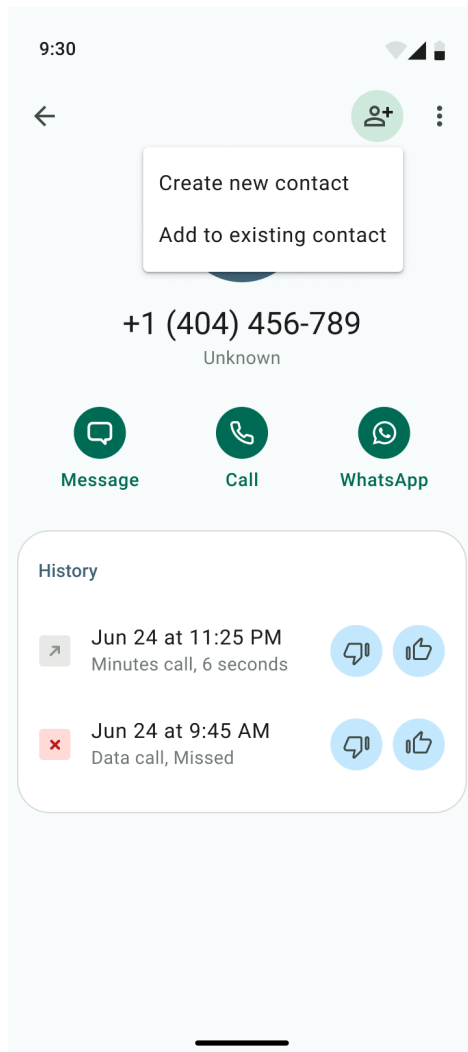
3. Select **Save**.

### Adding a contact from your recent calls

1. Go to **Recents** and select the info  icon to pull up the call details screen.




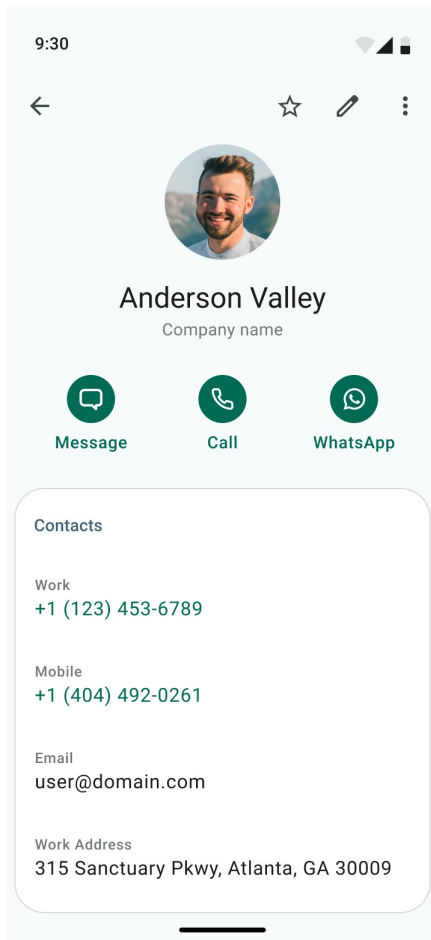
2. Select **Add Contact**.



## 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, and select a contact to open the **Contact** details.
2. Select the **Star**  in the upper right-hand corner.



## Search and store a contact from Exchange (Android Only)

When you're using Exchange contacts, you'll be able to search for any contact from the Global Address List (GAL), your company's list of all employees. However, the full GAL will not show up in the list of contacts for performance reasons. Therefore, you may want to store the contacts you contact often.

This feature is only available in the Android version of MultiLine applications.

1. To search for a contact, select the **Search** icon and enter the name or number of the contact you want to look up.
2. Your result will be displayed in two categories **Stored Contacts** and **Directory Contacts**. To store the directory contact, tap the result.
3. Select the **Save** button. Now this contact is a **Stored Contact** and will appear in the **Contacts** tab.



