

Add or Update a Contact

Last Modified on 12/07/2023 7:39 pm EST

ios

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

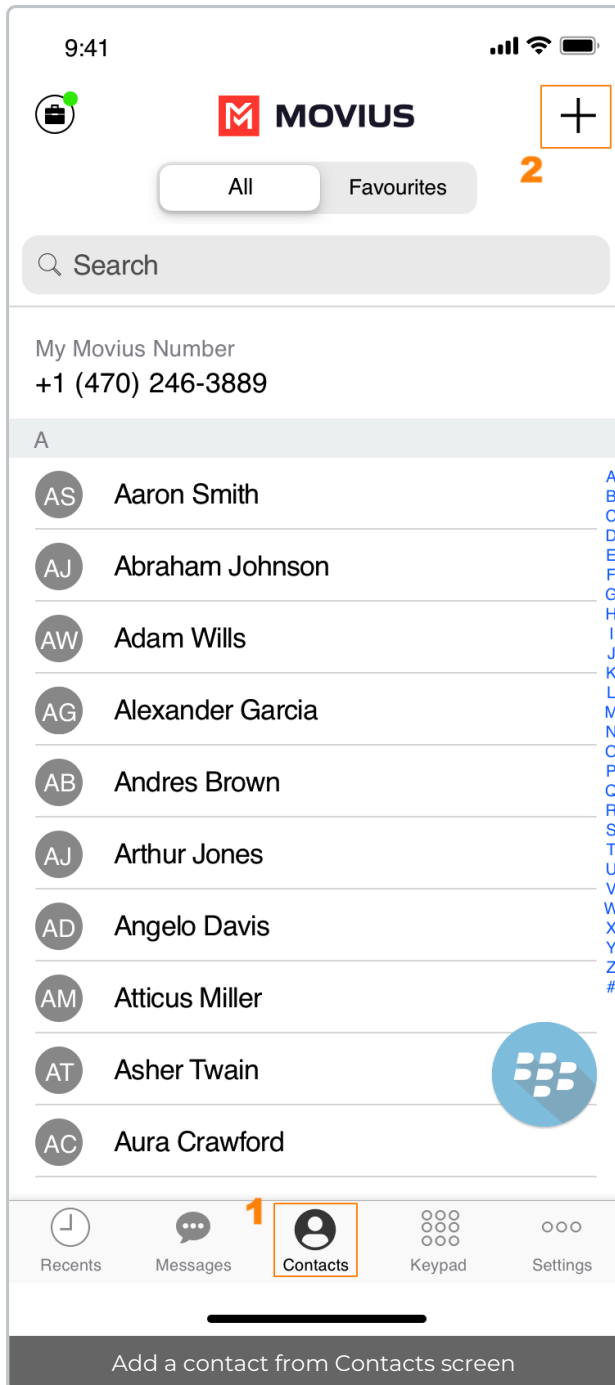
- Before adding a contact, you need to have selected your Contact Source as Exchange Contacts.

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

9:41

14


Cancel

Edit Contact

Done

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

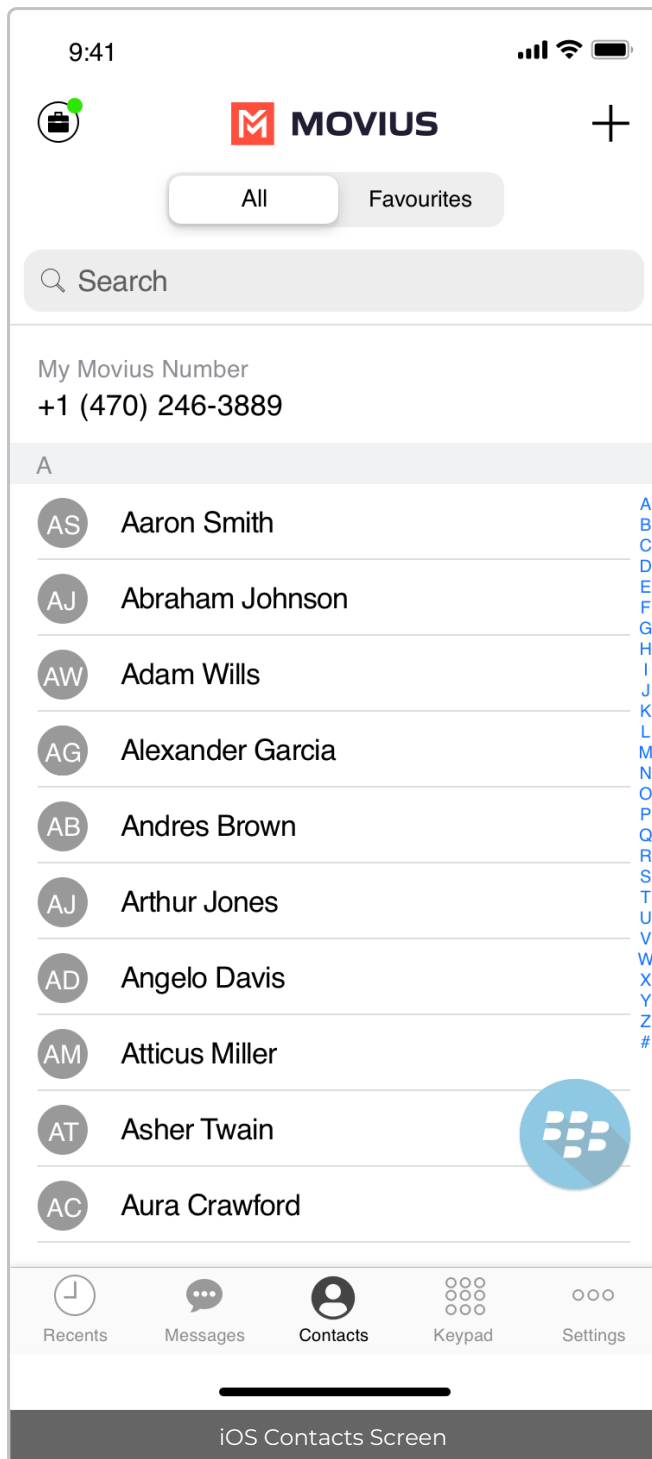
If you have a contact that calls you from a new number you can update that contact with the new number.

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**.

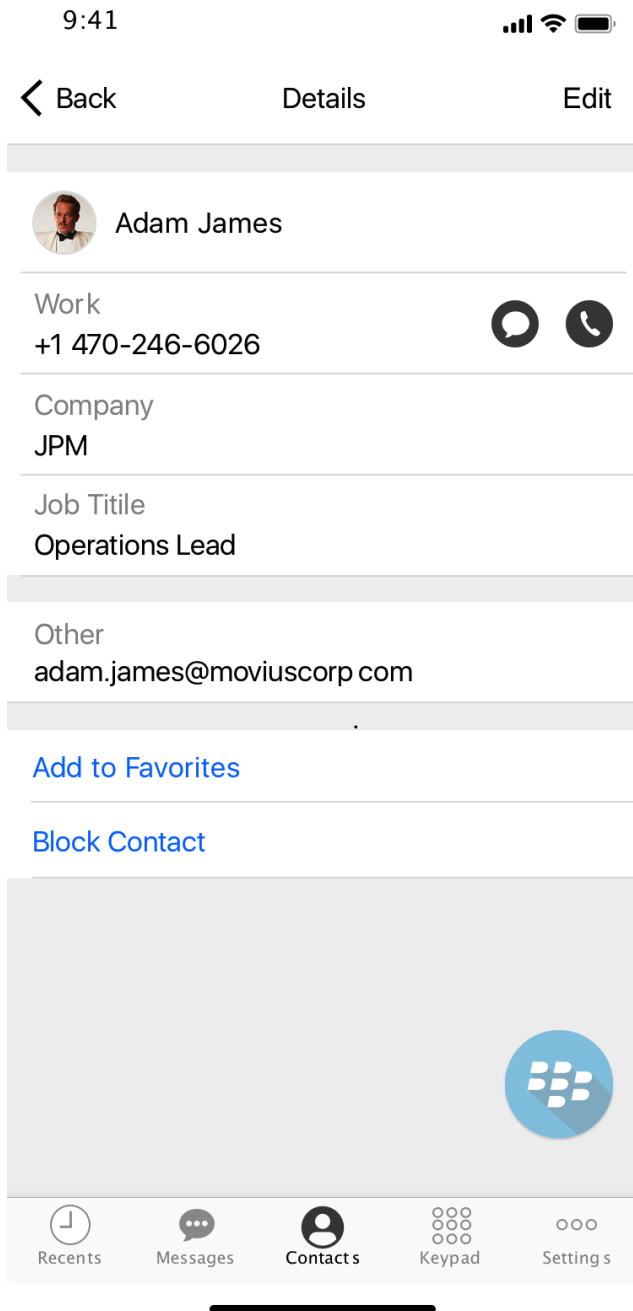
View, search and edit contacts

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.*




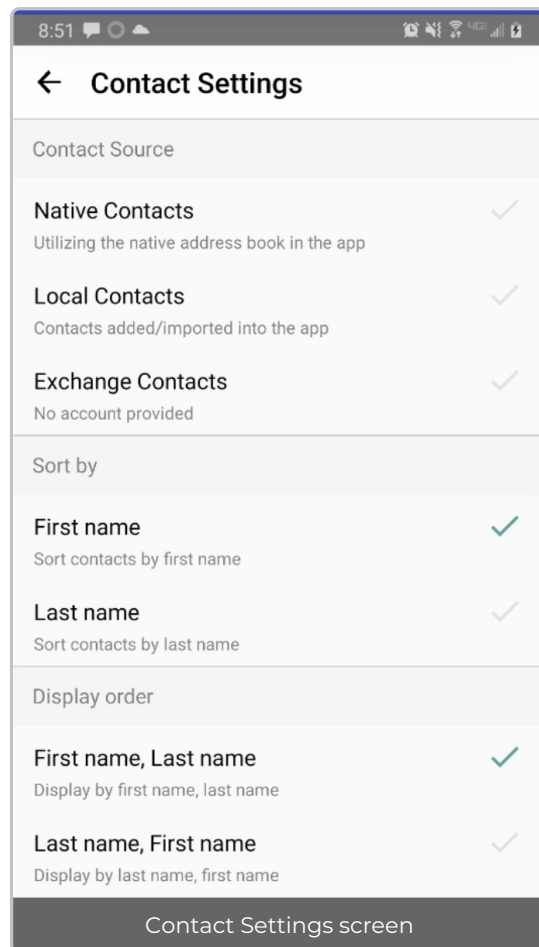
3. Clicking on any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.



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**.

Android

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

Overview

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Before you start

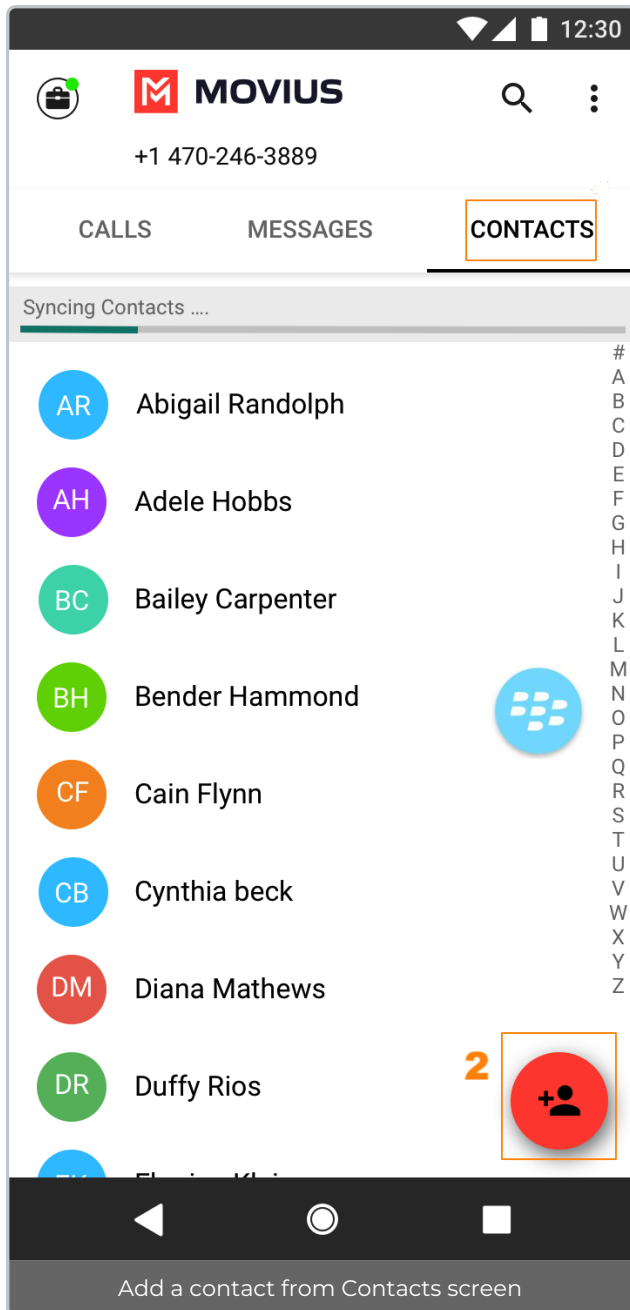
- Before adding a contact, you need to have selected your Contact Source as Exchange Contacts.

Add a contact

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Adding a contact from the Contact screen

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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



Edit Contact

13 SAVE




 Adele

Hobbs

JPM


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Department

 +1 (918) 799-7000


MOBILE

ADD PHONE FIELD

 adele.hobbs@jpmc.com


INTERNET

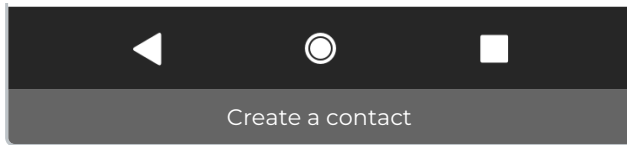
ADD EMAIL FIELD



Work

ADD ADDRESS FIELD





Adding a contact from your recent calls

1. Go to your recent calls.
2. Select the down-arrow to access options.
3. Select **Add Contact**.

Update contact with a new number

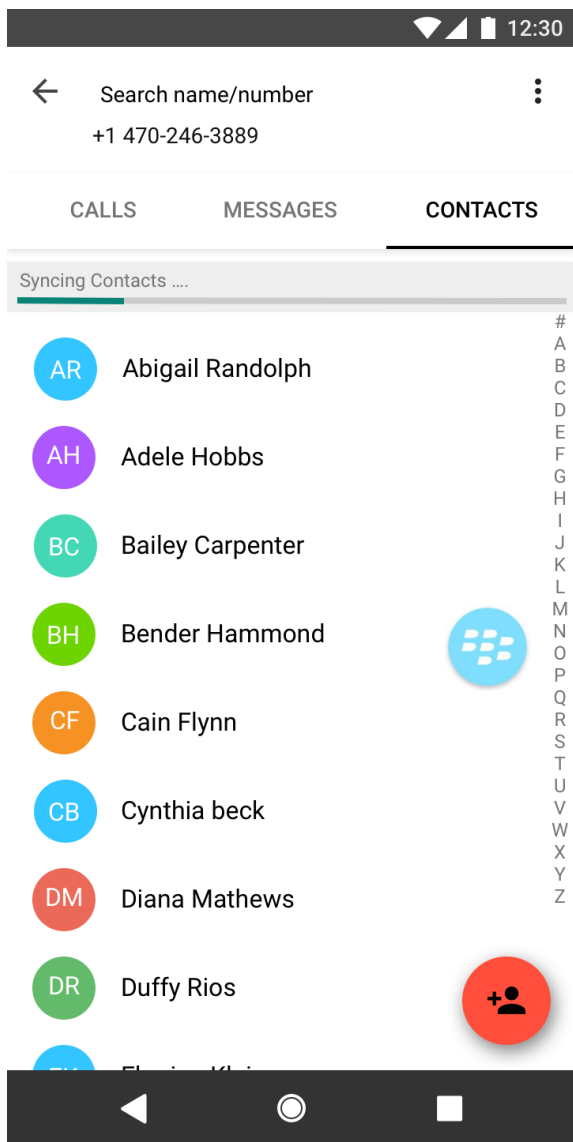
If you have a contact that calls you from a new number you can update that contact with the new number.

1. Go to **Calls**.
2. Select the down arrow for the unknown number.
3. Select **Update**.
4. Enter the name or number of the existing contact you want to update. *Note for Exchange Contacts users: this does not search the entire GAL.*
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**.

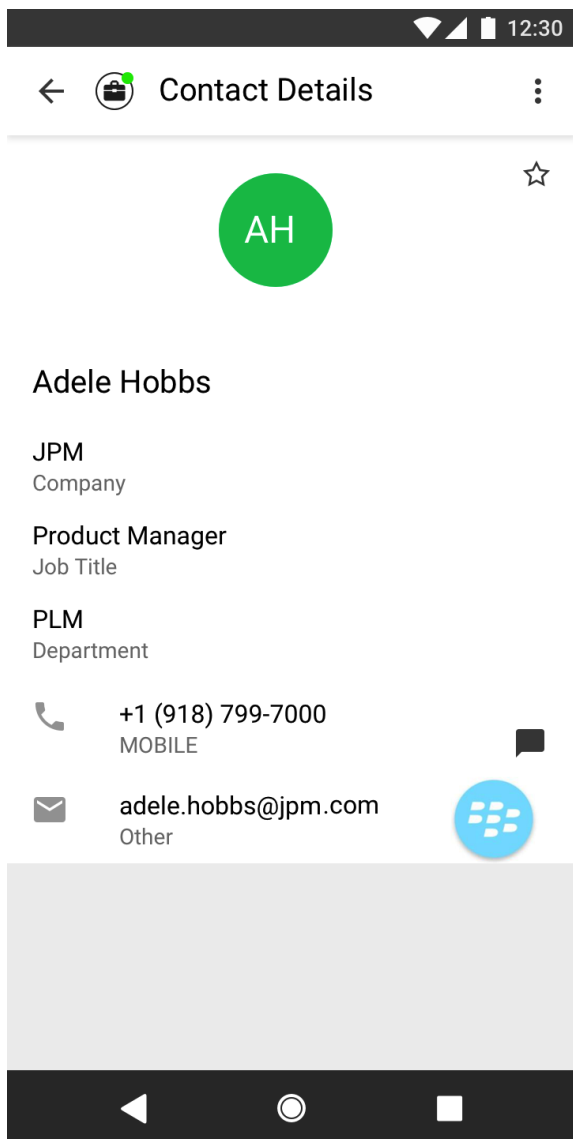
View, search and edit contacts

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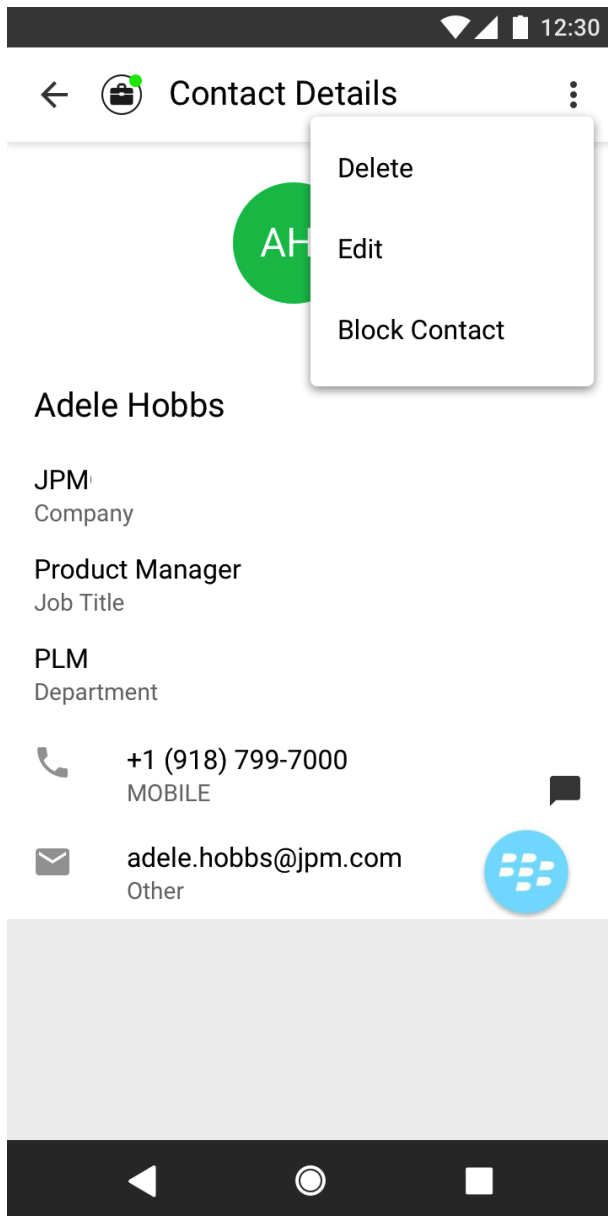
1. The **Contacts** screen displays all contacts in alphabetical order by default. *Note: The next set of instructions will teach you how to change this setting if you like.*
2. Tap on **Search name/number** to begin typing the name or number to narrow down the list to a desired contact. *Note: The search field will not display until you begin scrolling.*




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

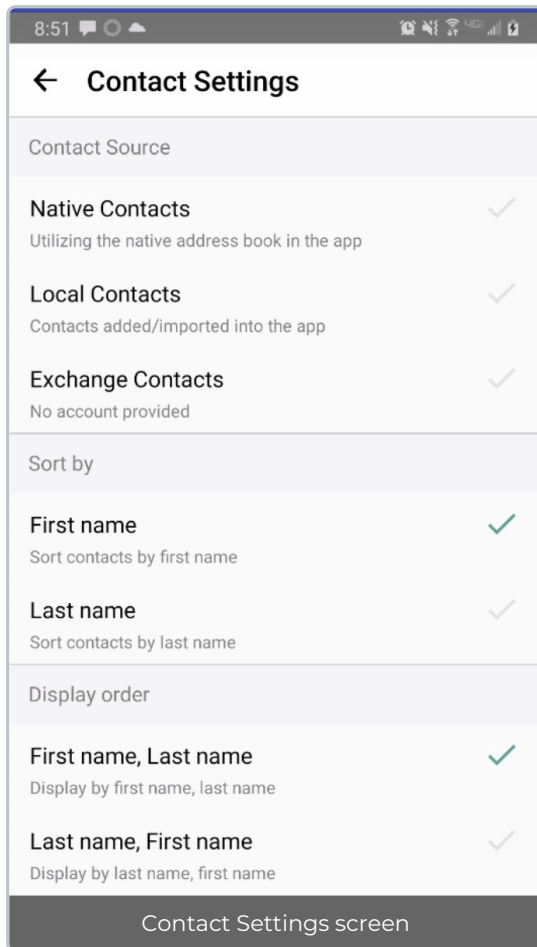


3. Select the Settings menu in the top right-hand corner allows you to choose to delete or edit, the selected contact.



Change the Contacts list display and order

1. Select the **menu icon**  upper right-hand corner (Android).
2. Select **Settings**.
3. Select **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.

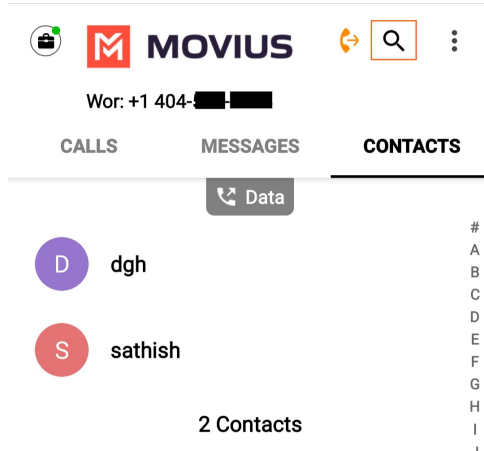
1. Go to the **Contacts** screen.
2. Tap your contact to open the **Contact** details.
3. Tap the **Star** in the upper right-hand corner.

How to search and store a contact from Exchange (Android Only)

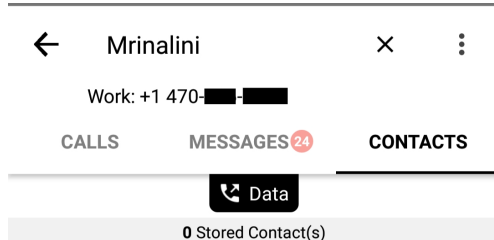
When you're using Exchange contacts, you'll be able to search for any contact from the Global Address List (GAL), your company's list of all employees. However, the full GAL will not show up in the list of contacts for performance reasons. Therefore, you may want to store the contacts you contact often.

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

1. To search for a contact, tap 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.



1 Directory Contact(s)



3. Tap the **Add Contact** button. Now this contact is a **Stored Contact** and will appear in the **Contacts** tab.

