

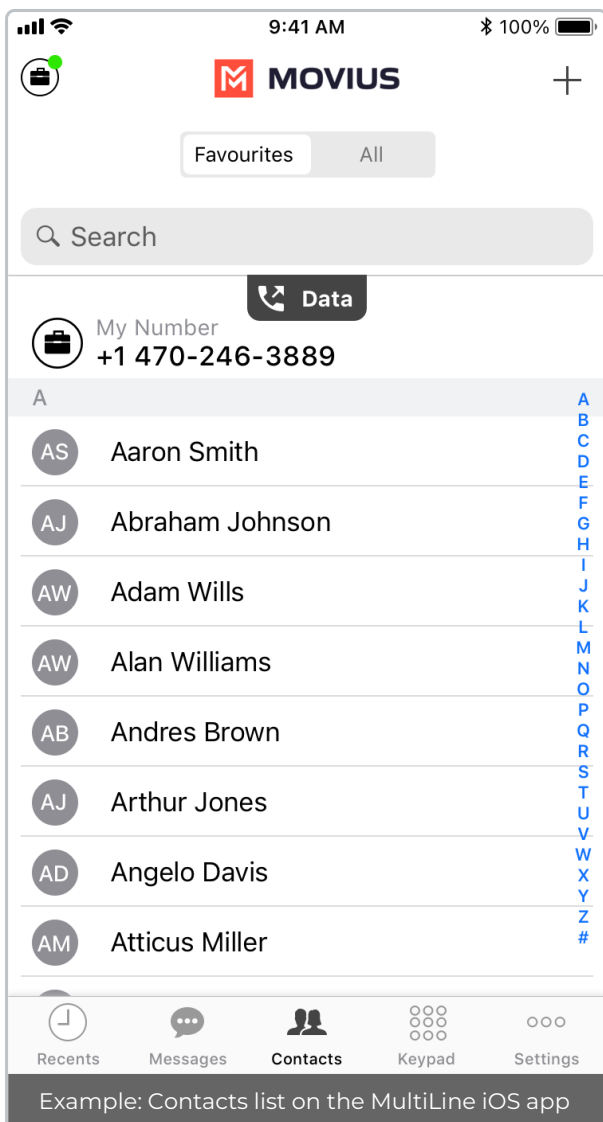
# Sync with Exchange Contacts - iOS

Last Modified on 11/30/2023 5:59 pm EST

Read on to learn how to set up your contacts list to use Exchange Contacts in the MultiLine iOS app.

## Overview

- You can set up your MultiLine app to populate the Contacts list to connect to an Exchange server, such as Outlook or BlackBerry Exchange.
- **Two-way sync:** contacts added or updated in MultiLine or Exchange server will update both lists.
- 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


- Your administrator must grant you permission to use Exchange Contacts for this setting to be

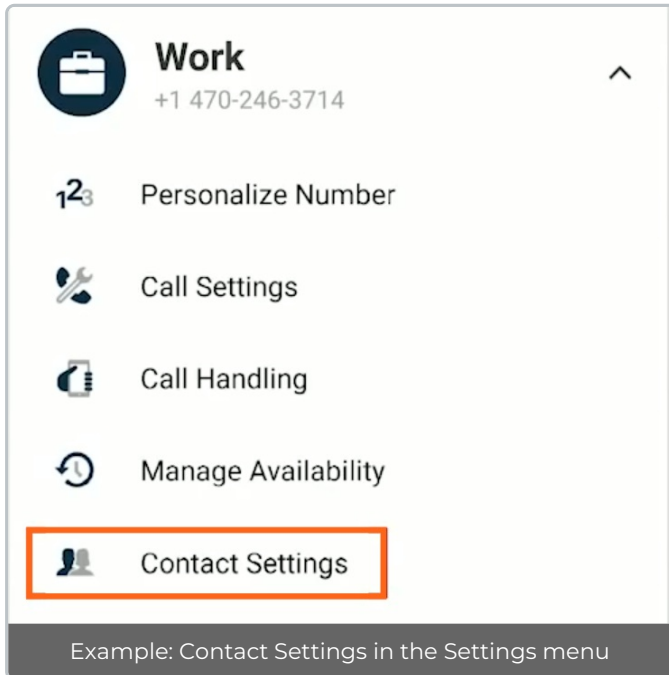
available in your Contact Settings.

- Some administrators will set you up to automatically sync with Exchange contacts.

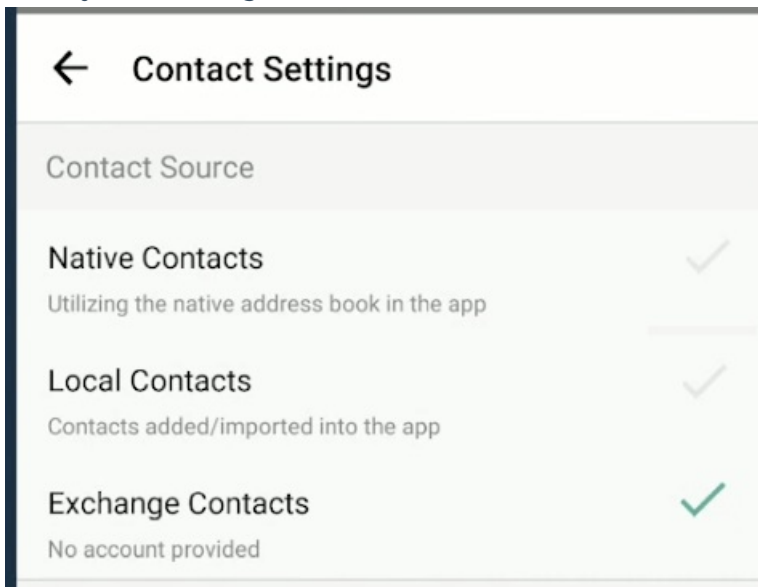
## Set your Contact Settings to Exchange

You'll need to set your **Contact Source** in **Contact Settings** to begin syncing **Contacts**.

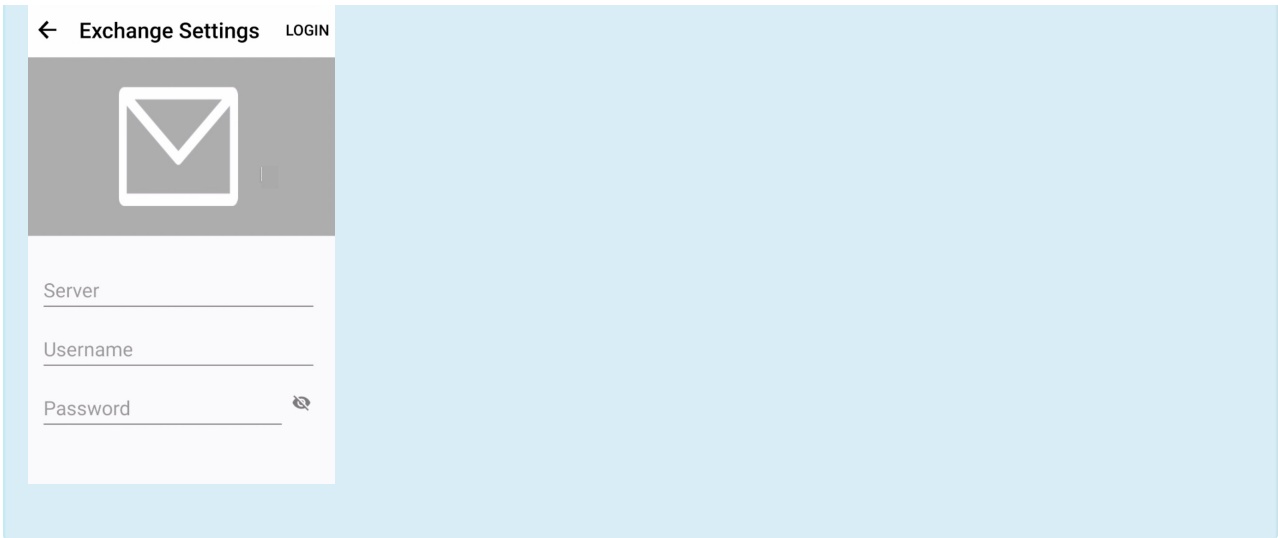
1. Tap the **menu icon**  in the bottom right (iOS) or upper right-hand corner (Android).
2. Tap **Settings**.
3. Tap **Contact Settings**.




Select your Exchange Contacts:

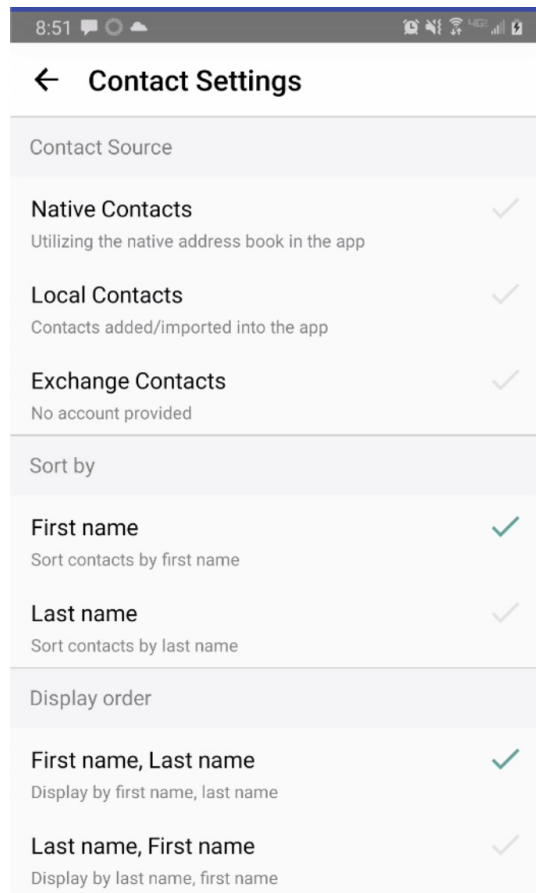


If you're a MultiLine for Intune or Movius for BlackBerry user it may autodetect. Otherwise, you will see a screen to enter the Exchange server details.



## 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.

