Local Contacts

Last Modified on 12/08/2023 4:59 pm EST

This is the default option for many users. Use this setting to create a dedicated contact list within MultiLine. If desired, you can import some contacts from your personal phone.

iOS

Read on to learn how to use local contacts.

Overview

MultiLine provides you a separate contacts list to use for work. When you use the local contacts setting, you manually add or import contacts to MultiLine.
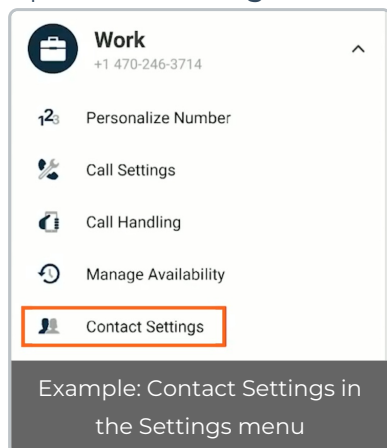
Before you start

- If your organization chooses to restrict the type of Contacts setting you can use, you may not see certain Contact Source options.

- MultiLine does not upload or store your contacts to any server for privacy reasons. That means the contacts you add in MultiLine are only available locally and will be deleted if you delete the application, or switch to a different Contacts setting.
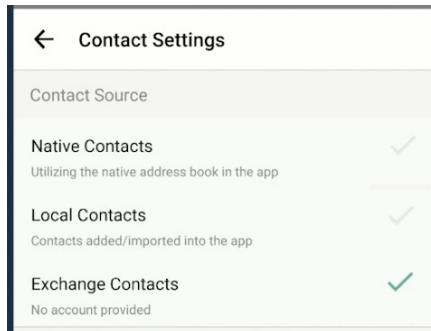
Set Contacts list to use Local Contacts

When local contacts is available as an option, MultiLine will be set to use Local Contacts by default and no action is needed.

1. Tap the **menu icon** ⋮ in the bottom right.
2. Tap **Settings.**
3. Tap **Contact Settings**.

Example: Contact Settings in the Settings menu

Select **Local Contacts**.

Import contacts

When using local contacts, you can import users from your phone contacts list.

Android

Read on to learn how to use local contacts in the MultiLine Android app.

Overview

MultiLine provides you a separate contacts list to use for work. When you use the local contacts setting, you manually add or import contacts to MultiLine.

Before you start

- If your organization chooses to restrict the type of Contacts setting you can use, you may not see certain Contact Source options.
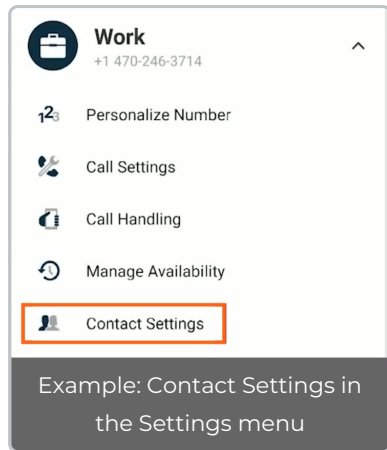
NOTICE: The Local Contacts list isn't backed up or stored outside the application, so they can be lost if you lose your device or need to reinstall MultiLine.

*NOTICE: if you create your Contacts list using Local Contacts, and then switch your source to Native or Exchange, the contacts you created **will be deleted**.*
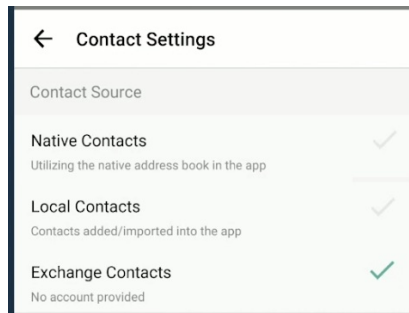
Set Contacts list to use Local Contacts

When local contacts is available as an option, MultiLine will be set to use Local Contacts by default and no action is needed.

1. Tap the **menu icon** ⋮ in the upper right-hand corner.
2. Tap **Settings.**
3. Tap **Contact Settings**.

Example: Contact Settings in the Settings menu

4. Select **Local Contacts**.

Import contacts

When using local contacts, you can import users from your phone contacts list.