

Add or Update a Contact - MultiLine for Intune Android

Last Modified on 02/17/2025 10:50 am EST

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

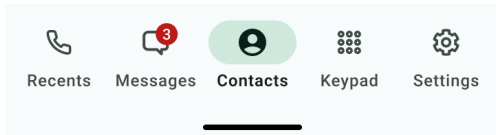
- Before adding a contact, you need to have selected your Contact Source as Exchange Contacts.
- Most MultiLine for Intune users will use Exchange Contacts. However, for more options see [Add, Edit, or Delete Contacts](https://help.moviuscorp.com/help/adding-or-updating-a-contact-30c1615)  (<https://help.moviuscorp.com/help/adding-or-updating-a-contact-30c1615>)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

Add a contact

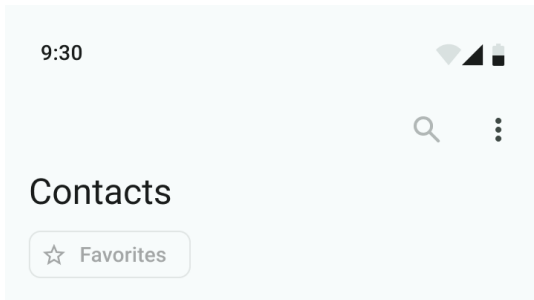
You can add a contact from the contact screen or from your recent calls.

Adding a contact from the Contact screen

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

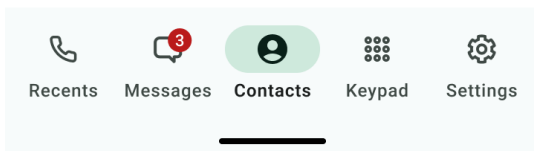


2. Tap the **Add Contact**  button.

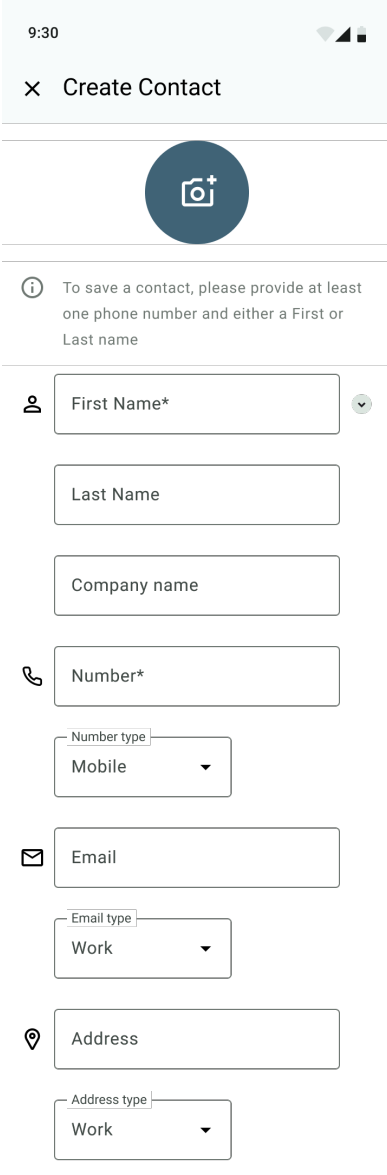


No contacts

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.




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× Create Contact




 To save a contact, please provide at least one phone number and either a First or Last name


 First Name*

Last Name


Company name

 Number*

Number type
Mobile

 Email

Email type
Work

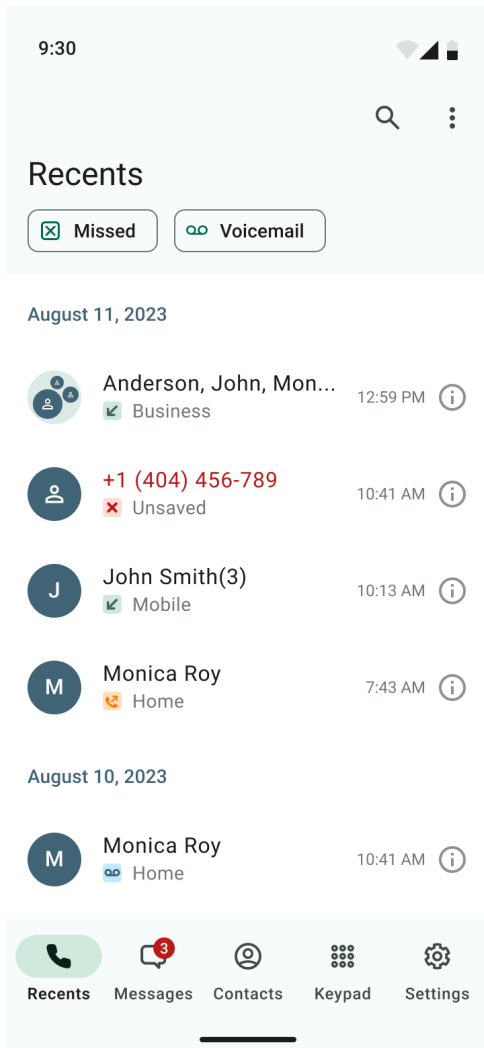
 Address

Address type
Work

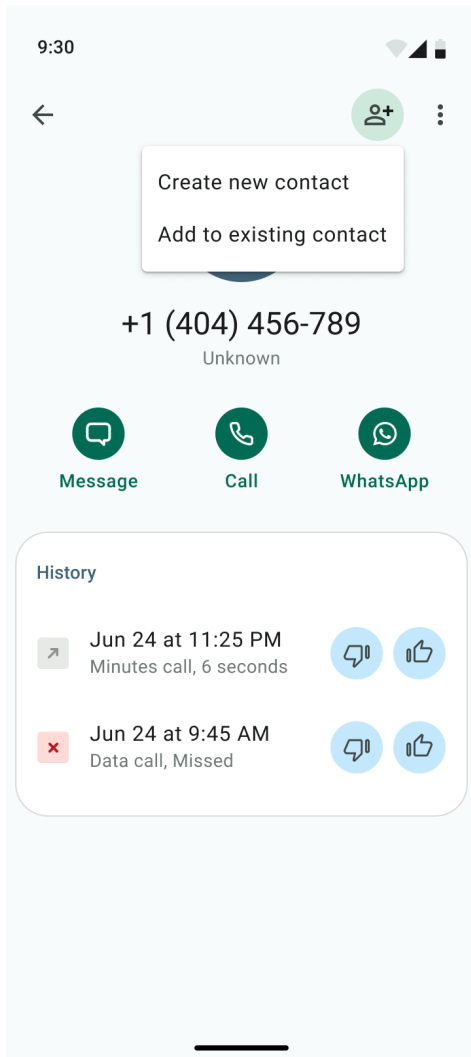
3. Select **Save**.

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.

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← ☆ ✎ ⋮



Anderson Valley
Company name

 Message  Call  WhatsApp

Contacts

Work
+1 (123) 453-6789

Mobile
+1 (404) 492-0261

Email
user@domain.com

Work Address
315 Sanctuary Pkwy, Atlanta, GA 30009

