

## Contacts - Teams

Last Modified on 09/24/2024 3:43 pm EDT

### Contacts - Teams

Read on to learn about adding contacts in the MultiLine Messaging Teams app.

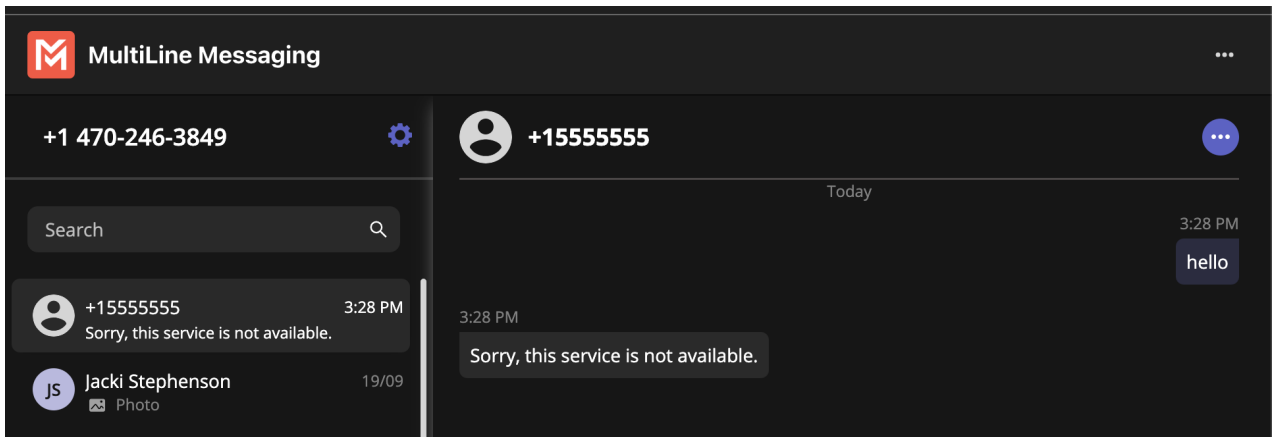
#### Overview

Contacts in the MultiLine Messaging Teams app sync with Exchange. You can add and edit contacts from the Teams Messaging app.

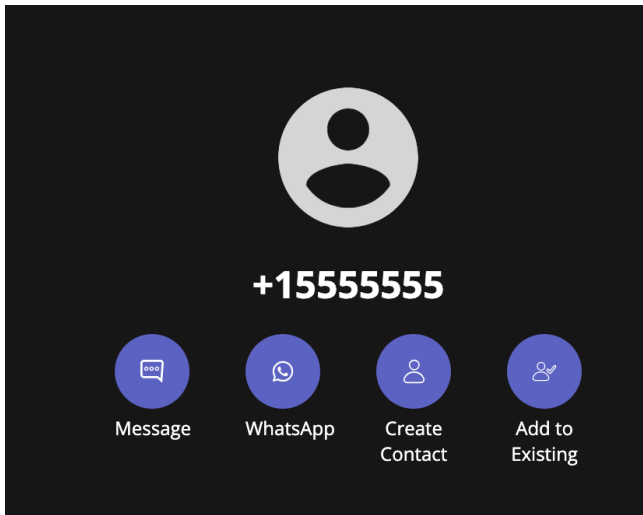
#### Add a Contact

To add a contact, you need to have a message history with them.

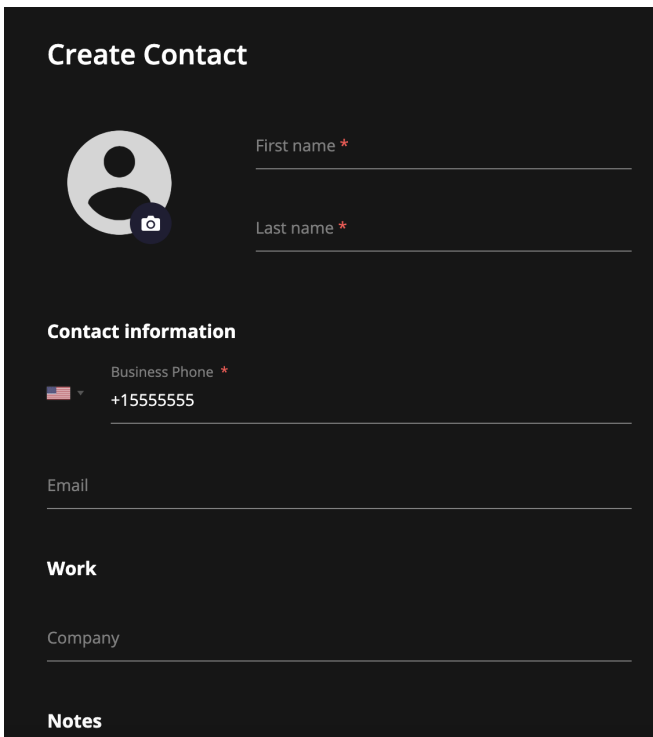
1. Open the message conversation.
2. Select the **number** (example: +15555555).



3. Select **Create Contact**.



4. Fill out the desired fields.



**Create Contact**

First name \*

Last name \*

**Contact information**

Business Phone \*  
+15555555

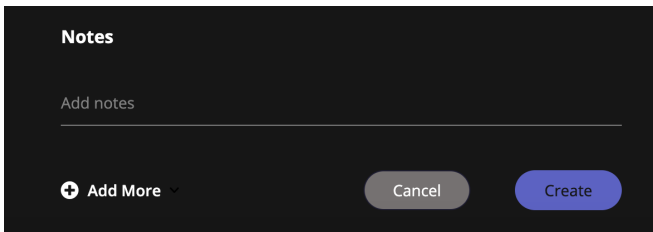
Email

**Work**

Company

**Notes**

5. Select **Create**.



**Notes**

Add notes

+ Add More

Cancel

Create

## Edit or Delete a Contact

1. Go to the message history.

2. Select the **Contact Name**.

3. Select **Edit** or **Delete**.

