

Contacts - Teams

Last Modified on 11/01/2024 10:23 am EDT

Desktop

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

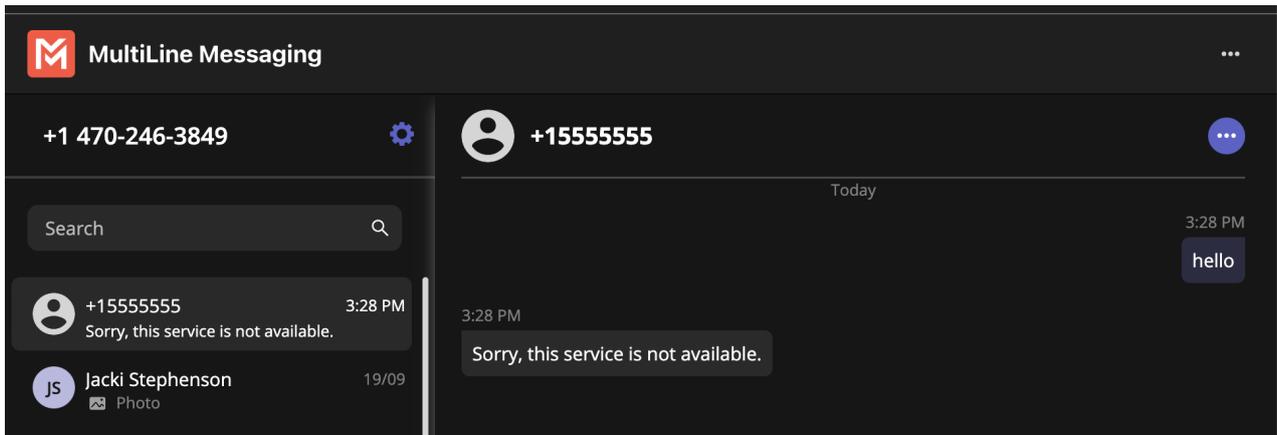
Overview

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

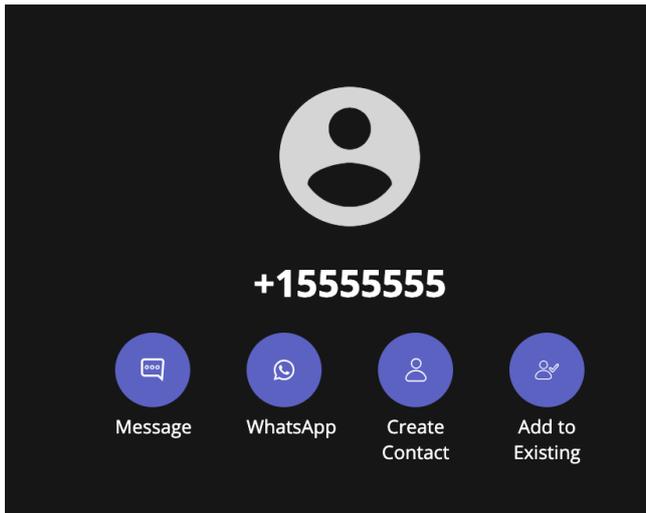
Add a Contact

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

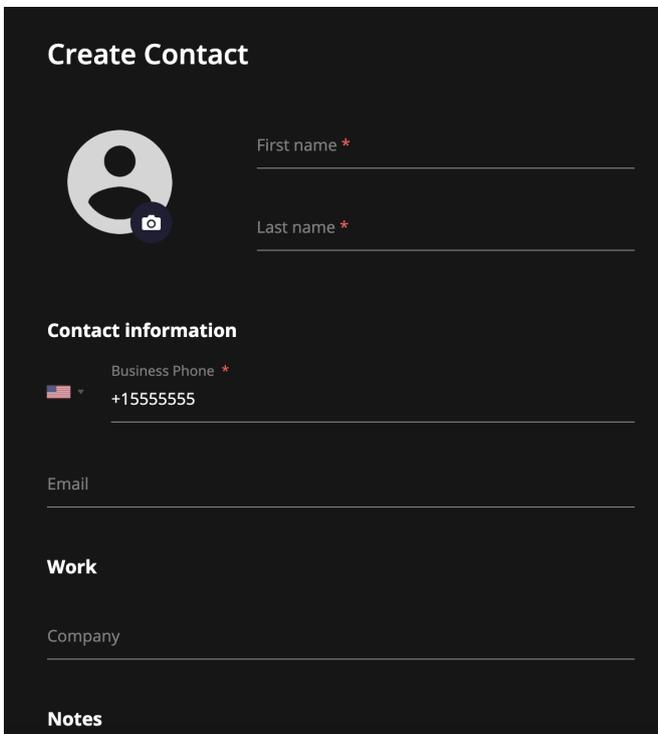
1. Open the message conversation.
2. Select the **number** (example: +15555555).



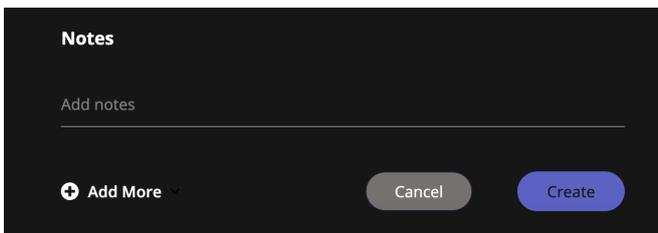
3. Select **Create Contact**.



4. Fill out the desired fields.

A 'Create Contact' form on a dark background. It has a title 'Create Contact' at the top left. Below it is a grey person icon with a camera icon. To the right are two text input fields: 'First name *' and 'Last name *'. Below these is a section titled 'Contact information' with a 'Business Phone *' label, a US flag dropdown, and the number '+15555555'. Below that is an 'Email' input field. A 'Work' section has a 'Company' input field. At the bottom is a 'Notes' section with an 'Add notes' input field.

5. Select **Create**.

A 'Notes' dialog box on a dark background. It has a title 'Notes' at the top left. Below it is an 'Add notes' input field. At the bottom are three buttons: a plus sign with 'Add More', a grey 'Cancel' button, and a blue 'Create' button.

Edit or Delete a Contact

1. Go to the message history.

2. Select the **Contact Name**.

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

