

## Contacts - Teams

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

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

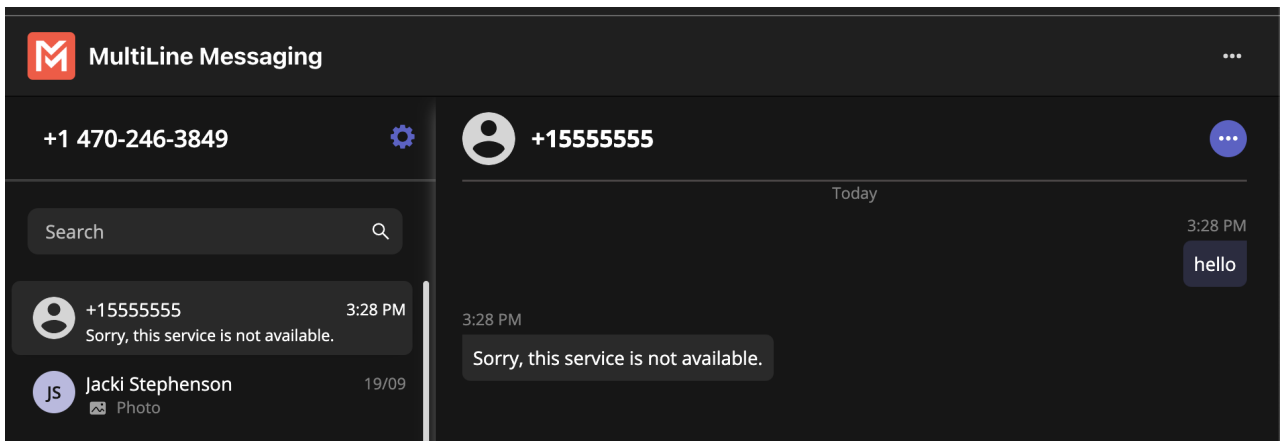
### Overview

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

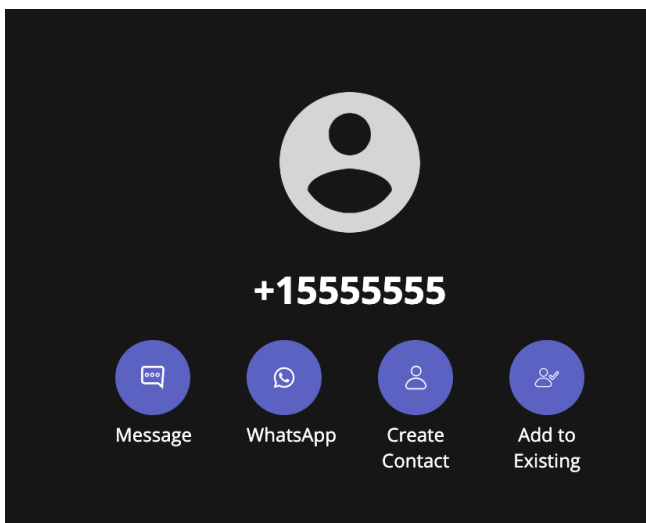
### Add a Contact

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

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

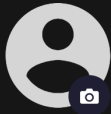


3. Select **Create Contact**.



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

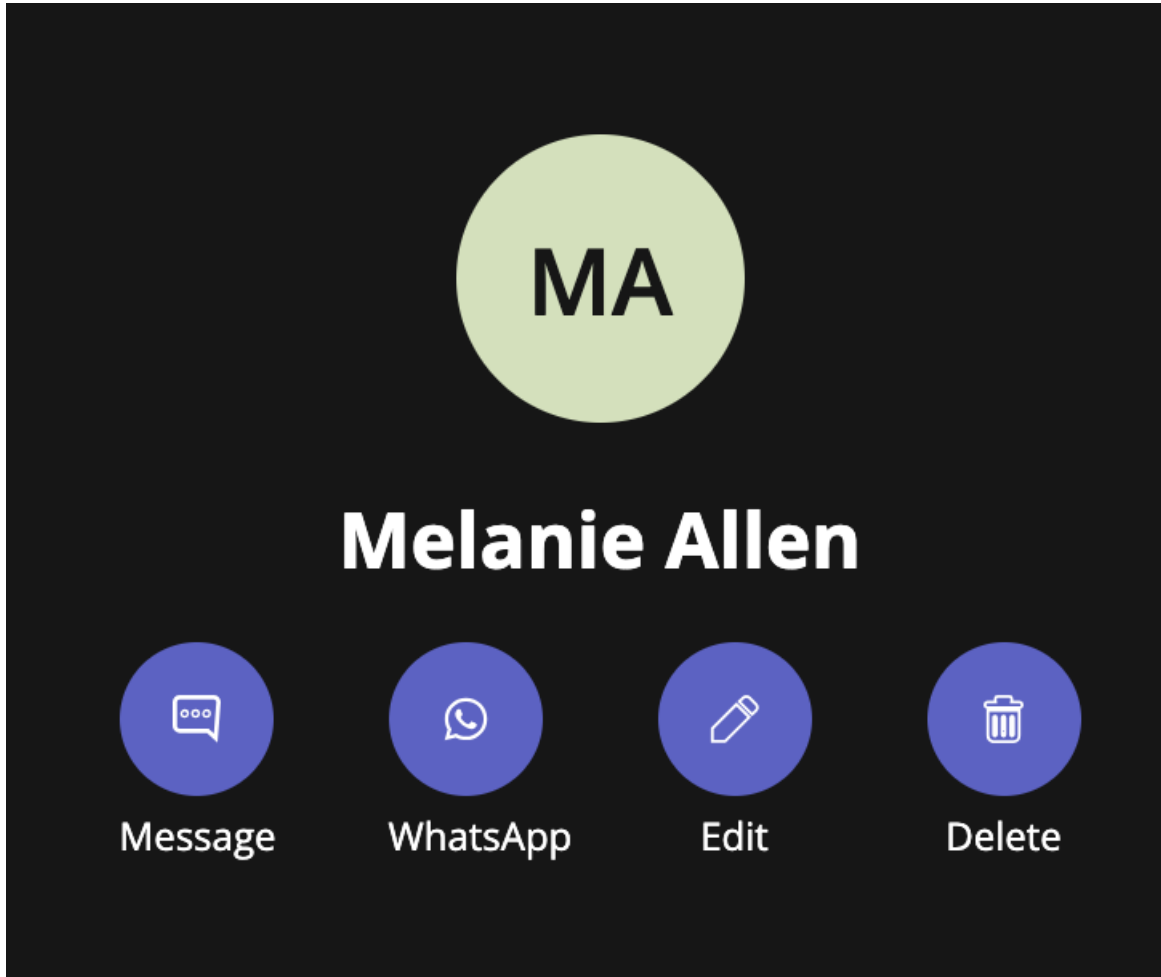
+ Add More

Cancel

Create

## Edit or Delete a Contact

1. Go to the message history.
2. Select the **Contact Name**.
3. Select **Edit** or **Delete**.



A user profile card with a black background. At the top center is a light green circle containing the initials "MA". Below this is the name "Melanie Allen" in white. At the bottom, there are four blue circular icons in a row, each with a white icon and a label below it: a speech bubble for "Message", a WhatsApp logo for "WhatsApp", a pencil for "Edit", and a trash can for "Delete".

**MA**

**Melanie Allen**

Message    WhatsApp    Edit    Delete

---