

End User Guide: Contacts

Last Modified on 10/08/2024 6:23 pm EDT

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

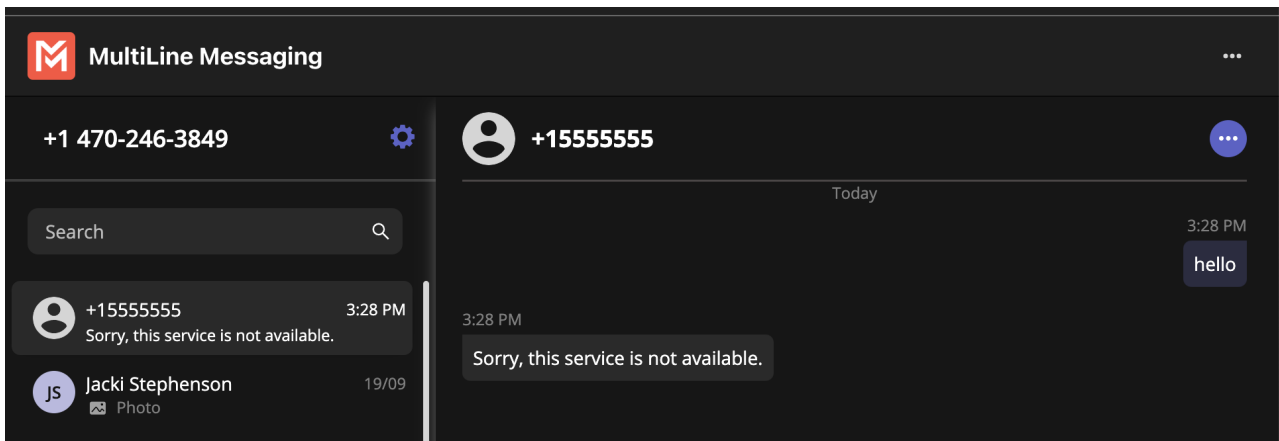
Overview

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

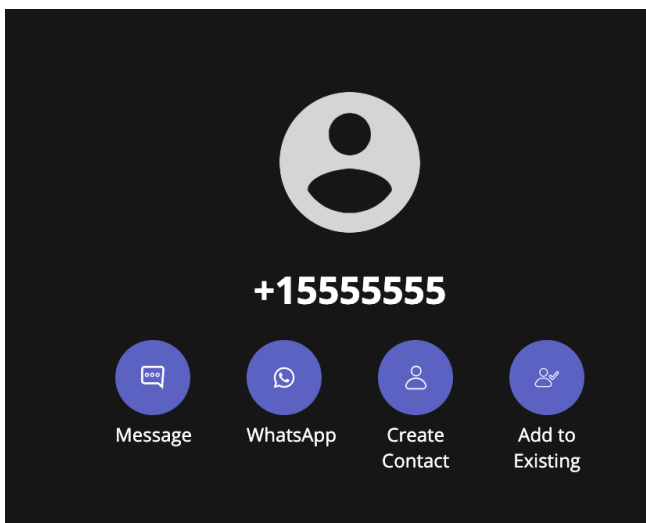
Add a Contact

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

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

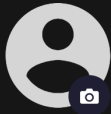


3. Select **Create Contact**.



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

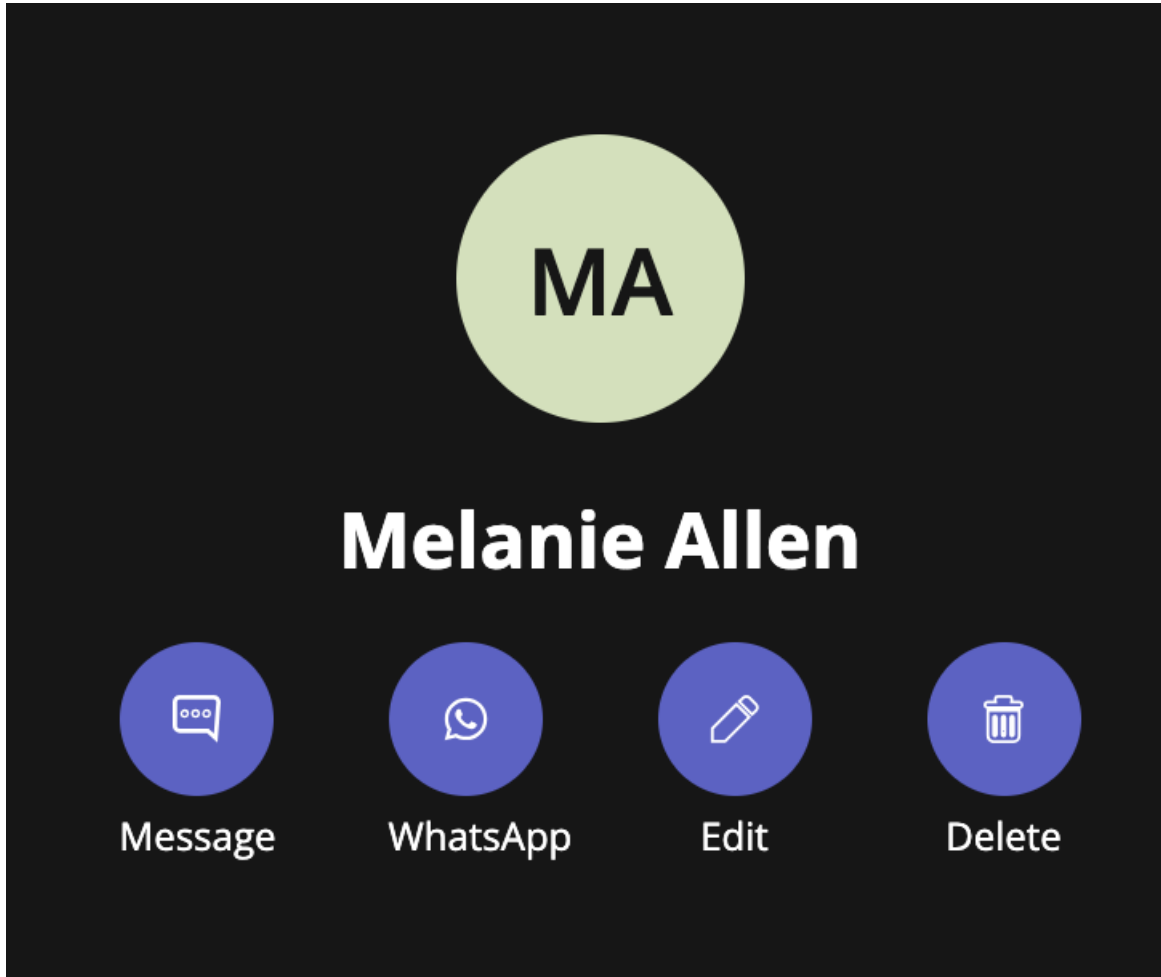
+ Add More

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
