

Search and View Contacts

Last Modified on 12/09/2024 3:08 pm EST

MultiLine/MultiLine for Intune

Read on to learn view, search, and edit contacts in your Contacts list in the MultiLine iOS apps.

Overview

- Once you set up your Contacts list, any contacts will appear on the Contacts screen. You can:
 - Tap a contact to see options for calling and messaging them.
 - View, add, and update contacts.

Before you start

• To view, edit, delete, or message contacts, you must add at least one contact.

View, search and edit contacts

1. The **Contacts** screen displays all contacts in alphabetical order by default. *Note: The next set of instructions will teach you how to change this setting if you like.*

2. Start entering the any contact detail into the **Search** bar to narrow the list to a specific contact. *Note: The Search bar will not display until you begin scrolling.*



16	:19 🕇					•	1 5G	100
QM	lich						⊗	Cancel
2 C	ontact		nd					
Mi	Mich michell		s@mov	/ius.ai				
MM	Mich	elle N	۱L					
20	n Exch	ange	direc	tory				
MS	Mich Softwar Michae	re Archi	tect Sr		.ai			
	Mich Product Michell	t Manag	ger Sr					
G								
q	w	e r	•	t J	/ L		i	o p
а	S	d	f	g	h	j	k	1
Ŷ	z	x	С	V	b	n	m	$\langle \times \rangle$
123			:	space	•		·	Q
)	_				_		Ŷ

3. Selecting any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.



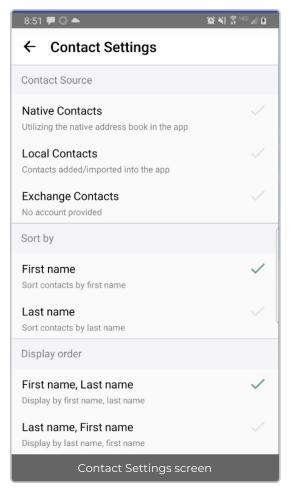
9:41		.11	
< Contacts			Edit
Anderso Business		ey	
Work 987 654 321	0	•	C
Mobile 123 456 789	0	•	¢
Work Username@domain.com			
Work 313 Kozev Ridge Golsby CA 1234 America			
Add to Favorites			
Block Contact			

4. Clicking on the **Edit** button **Edit** in the top right-hand corner allows you to choose to delete or edit, the selected contact.

Change the Contacts list display and order

- 1. Select Settings.
- 2. Select **Contact Settings**.
 - Sort by first or last name
 - Display first name or last name first





3. When complete, exit the menu and your Contacts list will be in the chosen **Sort by** and **Display order** settings selected.

Movius for BlackBerry

Read on to learn view, search, and edit contacts in your Contacts list.

Overview

- Once you set up your Contacts list, any contacts will appear on the Contacts screen. You can:
 - Tap a contact to see options for calling and messaging them.
 - View, add, and update contacts.

Before you start

• To view, edit, delete, or message contacts, you must add at least one contact.

View, search and edit contacts

1. The **Contacts** screen displays all contacts in alphabetical order by default. *Note: The next set of instructions will teach you how to change this setting if you like.*

2. Start entering the any contact detail into the Search bar to narrow the list to a specific contact.



Note: The Search bar will not display until you begin scrolling.

9:41			''II 🕹 🔲
	М МС	VIUS	+
	All	Favourites	
Q Searc	h		
My Movius +1 (470)	Number 246-3889		
А			
AS Aa	ron Smith		A B C
AJ Ak	oraham Johnson	1	D E F G
AW Ac	lam Wills		H K
AG Al	exander Garcia		L M N
AB Ar	dres Brown		O P Q R
AJ Ar	thur Jones		S T U
AD Ar	igelo Davis		
AM At	ticus Miller		Z #
AT As	her Twain		
AC AL	ira Crawford		
	• •		000
Recents	Messages Conta		
	iOS Contac	ts Screen	

3. Clicking on any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.



9:41		ul 🗢 🗩
🗸 Back	Details	Edit
Ada	am James	
Work +1 470-24	16-6026	00
Company JPM		
Job Titile Operation	s Lead	
Other		
adam.jam	es@moviuscorp.com	
adam.jame Add to Fav		
	vorites	
Add to Fav	vorites	
Add to Fav	vorites	

4. Clicking on the **Edit** button in the top right-hand corner allows you to choose to delete or edit, the selected contact.