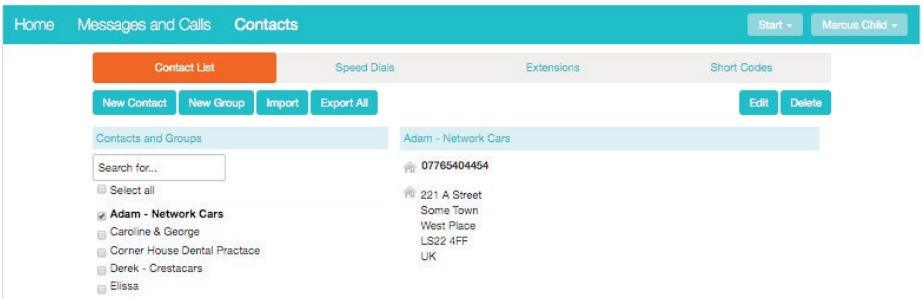
Contacts

Use the Contacts page to manage your contact details. This page displays an alphabetical list of your currently configured contacts.

Use the **Search for ...** box to find a particular contact.

Use the checkbox on the left to select a contact and display their details on the right of the screen.



- Click New Contact to create a new contact.

- Click New Group to set up a group of contacts. You can send a message to several subscribers at once by messaging the group. You can also set up call handling rules for a group.

The fastest way to add your contacts to CommPortal is to import them from your email program. If you use Microsoft Outlook, you can export your contacts as a CSV file and use the CommPortal Import button to add these contacts to CommPortal.

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