## 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.

Home	Messages and Calls Contac	nts		Start - Marcus Child -
	Contact List	Speed Dials	Extensions	Short Codes
	New Contact New Group Imp	port Export All		Edit Delete
	Contacts and Groups		Adam - Network Cars	
	Search for		07765404454	
	Select all		1 221 A Street	
	Adam - Network Cars Caroline & George Corner House Dental Practace Derek - Crestacars Elissa		Some Town West Place LS22 4FF UK	

- 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 button to add these contacts to CommPortal.

9 Revision #2

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