

Cloud Voice – Personal Contacts

1 What is it?

With Personal Contacts you can create a directory of up to 500 numbers.

If you already use Company Contacts, all of your contacts ('Company' and 'Personal' are compiled in a single directory).

2 How do I set it up?

- 1. Login to the <u>BT Cloud Voice portal</u>
- 2. Select Employees
- 3. Select Features from the menu on the left hand side
- 4. Select Personal Contacts

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5. Click Configure	

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import Cust	tom File (.csv)			

- To import a list of contacts in .CSV format browse to the file and click 'Import'
- To manually add an entry click '+Add'
- To edit an existing entry click on the entries 'Name'
- To delete an entry, tick it in the right hand tick box and click 'x Delete'
- To delete all entries, tick the box on the right hand side of the header bar and then click 'x Delete'

Personal Contacts

Browse.	No file selected.		
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7. Click Save