# Cloud Voice – Personal Contacts

1 What is it?

With Personal Contacts you can create a directory of up to 500 numbers.
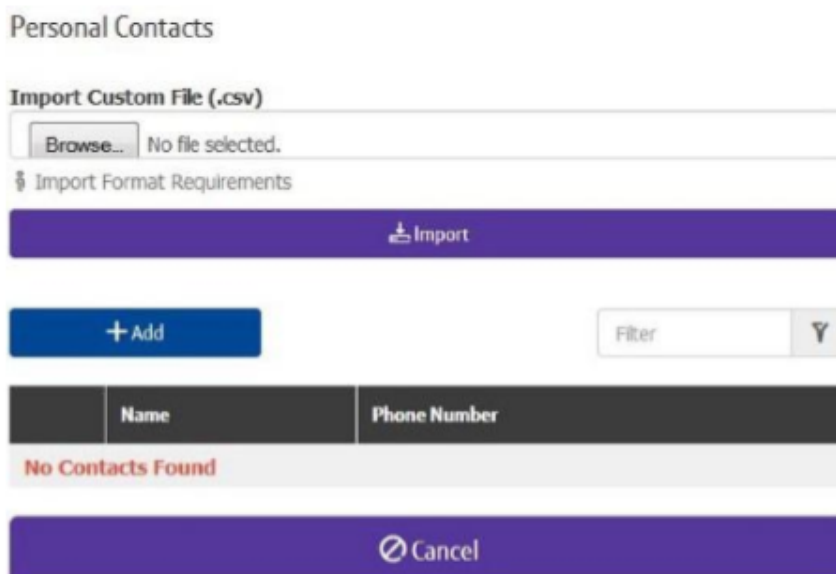
If you already use Company Contacts, all of your contacts ('Company' and 'Personal' are compiled in a single directory).

2 How do I set it up?

1. Login to the [BT Cloud Voice portal](#)

2. Select **Employees**

3. Select **Features** from the menu on the left hand side

4. Select **Personal Contacts**
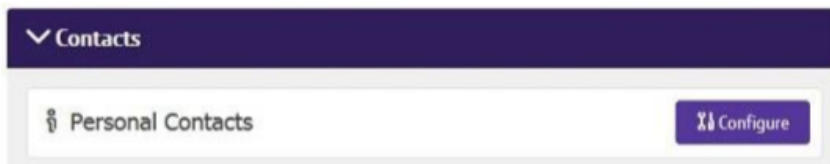
5. Click **Configure**

- o   To import a list of contacts in .CSV format browse to the file and click 'Import'

- o   To manually add an entry click '+Add'

- o   To edit an existing entry click on the entries 'Name'

- o   To delete an entry, tick it in the right hand tick box and click 'x Delete'

- o   To delete all entries, tick the box on the right hand side of the header bar and then click 'x Delete'

Personal Contacts

Import Custom File (.csv)

| Browse... | No file selected. |

⚑ Import Format Requirements

<div>⬆ Import</div>

<div>+ Add</div>   Filter ▼

☐	**Name**	**Phone Number**
☐	John Smith ✎	0123456789

<div>✖ Delete</div>

<div>⊘ Cancel</div>

6. Click '**Add**' to add an entry

Add New Contact   ✕

* Name

| Name |

* Phone Number

| Phone Number |

<div>✔ Save</div>

<div>⊘ Cancel</div>

7. Click **Save**