



Contacts page

The Contacts page displays the user's contact list. Contacts allow you to create a summarized list of contacts so that you can quickly look up people you frequently communicate with without having to go through a corporate directory. The Contacts page also provides action icons that you can click to phone or email a contact.

This chapter contains the following topics:

- [Add contact, page 1](#)
- [Phone contact, page 2](#)
- [Email contact, page 2](#)

Add contact

Contacts contain detailed personal information for your personal contacts, such as names, email addresses and phone numbers. In addition, you can configure fast dial and speed dial information.

To add a contact, follow these steps:

Procedure

- Step 1** In the toolbar, click **Contacts**.
 - Step 2** Click **Add New**. The Add Contact window appears.
 - Step 3** Under the Contact Information heading, enter the contact's personal information and email address.
 - Step 4** Under Phone Information, enter the customer's phone numbers.
 - Step 5** If you want to assign a speed dial number, choose the number from the Speed Dial drop-down list box and a label from the Speed Dial Phone Label drop-down list box.
 - Step 6** Click **OK**.
-

Phone contact

Cisco Unified CM User Options gives you the ability to make phone call from the Contacts page. For this feature to work, you must save a phone number or email address in the contact information.

To initiate a phone call or email message to a directory entry, follow these steps:

Procedure

- Step 1** On the toolbar, click **Contacts**.
 - Step 2** Locate the person you want to phone.
 - Step 3** In the Actions column, click the phone handset icon.
 - Step 4** If the contact has multiple phone numbers, select the number you want to dial.
 - Step 5**
-

Email contact

Cisco Unified CM User Options gives you the ability to initiate an email message to a personal contact. For this feature to work, you must have the email address saved in the contact information.

To initiate an email message to a personal contact, follow these steps:

Procedure

- Step 1** On the toolbar, click **Contacts**.
 - Step 2** Locate the person you want to email.
 - Step 3** In the Actions column, click the envelope icon. If the Actions column does not display the envelope icon beside the contact you want to email then an email address has not been saved in that person's contact information.
-