

## Accessing contacts

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Saving contacts to your phone is a useful feature that allows the user to quickly and conveniently select a contact rather than typing in the phone number each time.

The business portal allows you to manage contact information including adding contacts, deleting contacts, amending contacts and viewing contacts.

Details for the configuration of this functionality via the business portal can be found in the following guide:

[Company admin guide](#)

[End user guide](#)

On most handsets, users also have the ability to view phone contacts via a menu on the phone screen.

For information on how to access contacts on your specific device, or to find out how to add, remove, or update contacts on the device, please refer to the manufacturer's guides.

The following article details where manufacturer's guides can be located:

[Manufacturer's guides](#)

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