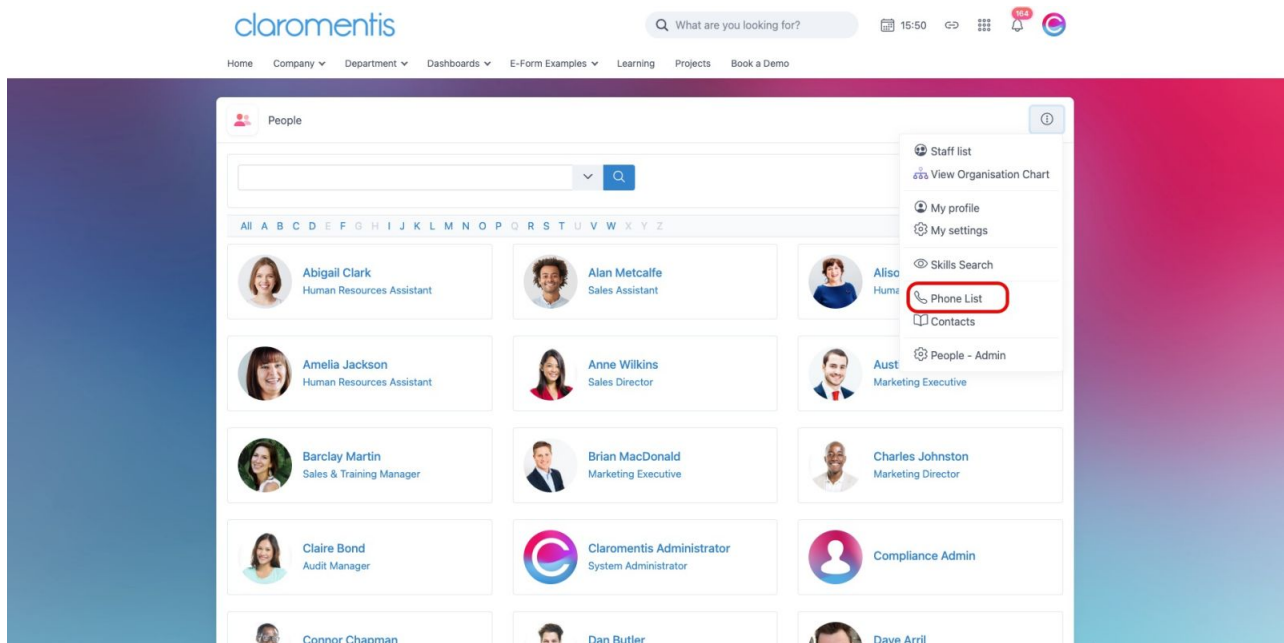# People: Phone List and Contacts

Introduction

In this article, we will introduce the Phone List and Contacts features in the People application.

Phone List

The main feature of the Phone list is to provide you with the contact details of your users.

By selecting the available options, you can add various fields to have a more comprehensive view of user information without having to view individual user profiles:

Contacts

Contacts allow you to add contact details of people who are not part of your organisation but require your intranet users to have access to their details.

You can import a list of contacts from a CSV or vCard:

People / Contacts / Import Contacts	👤 ⚙ 🔍 ⋮▾ 🔧

Import vCard (.vcf) [Choose File] No file chosen
[Upload]

Import CSV (.csv) [Choose File] No file chosen
[Upload]

Or you can create a brand new contact filling the details in manually and defining permissions for the contact:

People / Contacts	👤 ⚙ 🔍 ⋮▾ 🔧

[📄 Import contacts] [+ Add a new contact]

Keywords [＿＿＿＿] [All words ▾] [Everywhere ▾]

☑ My personal contacts ☐ Other's contacts

CSV delimiter ○ Semicolon (;) ● Comma (,) [CSV]

[Filter Contacts] [Reset]

Title	First name ▲	Surname	Job Title	Company	Land line	Email	Mobile	Contact type

No result

People / Contacts / Add a new contact	👤 ⚙ 🔍 ⋮▾ 🔧

Title [＿＿＿]

First name [＿＿＿＿]

Surname [＿＿＿＿]

Contact type [Personal acquaintance ▾]

Email * [＿＿＿＿]
☐ Do not check for unique email addresses

Company [＿＿＿＿]

Job Title [＿＿＿＿]

Work location [＿＿＿＿]

City [＿＿＿＿]

Land line [＿＿＿＿]

Mobile [＿＿＿＿]

Preferred contact method [＿＿＿＿]

Comments [＿＿＿＿]

[Add contact]

Exporting Contacts

Users are also able to use Phone List to export a list of Users into a CSV file. They are also able to access this function from the Front End of the People application. This way, admins will not need to grant Users any further permissions than they already have.

Once Users have navigated to the Phone List page, they will need to click on the Edit list link next to Fields. Screenshot below.

This will reveal a list of categories whereby they can filter, and they will need to click Search.

They will then need to click on CSV and they will be able to download the file. You can change the order of the columns via the "Up" and "Down" Arrows prior to downloading.