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# BT Cloud Voice

## Personal contacts

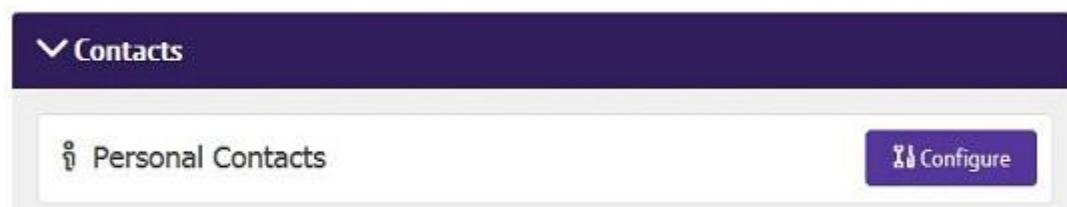
### What is it?

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).

### How do I set it up?

1. Login to the [Cloud Voice portal](#)
2. Select the **Employees** menu
3. Select '**Features**' from the menu on the left hand side
4. Select '**Personal Contacts**'




5. Click '**Configure**'

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## Personal Contacts

### Import Custom File (.csv)

No file selected.

 Import Format Requirements

	Name	Phone Number
No Contacts Found		

- 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

### Import Custom File (.csv)

No file selected.

 Import Format Requirements

Filter

<input type="checkbox"/>	Name	Phone Number
<input type="checkbox"/>	John Smith 	0123456789

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

### Add New Contact ×

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**\* Name**

  
**\* Phone Number**

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7. Click **'Save'**