

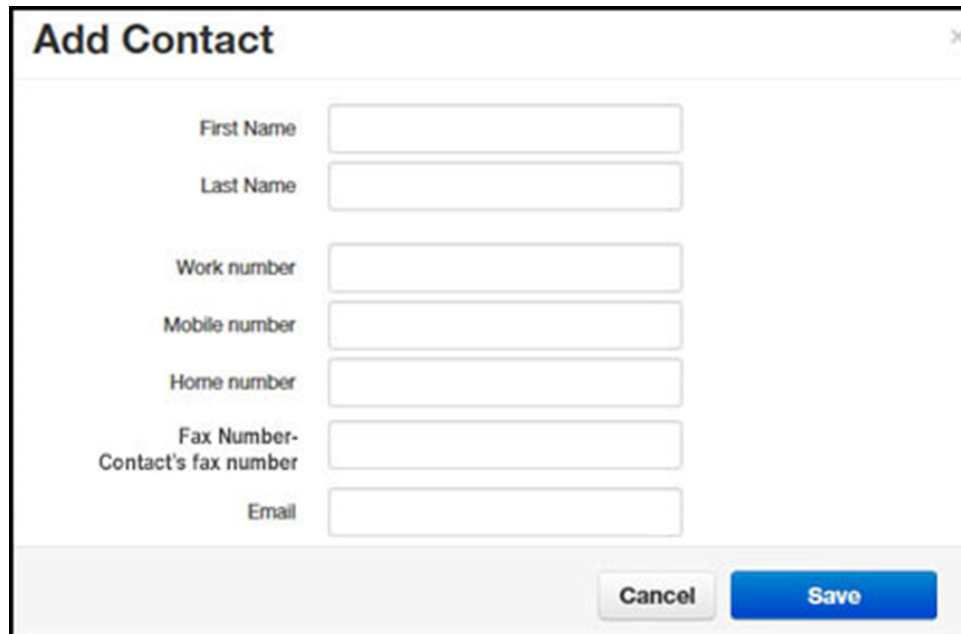
Hosted PBX by Golden West

Adding a Contact

To add a contact:

1. From the Contacts page, click **Add Contact**.

The Add Contact page appears.



The screenshot shows a web form titled "Add Contact" with a close button (X) in the top right corner. The form contains the following fields:

- First Name
- Last Name
- Work number
- Mobile number
- Home number
- Fax Number-Contact's fax number
- Email

At the bottom right of the form, there are two buttons: "Cancel" and "Save".

2. Complete the fields in the Add Contact page and click **Save**.

The contact appears on the Contacts page.

Field	Description
First Name	Contact's first name.
Last Name	Contact's last name (surname).
Work number	Contact's work telephone number.
Mobile number	Contact's mobile telephone number.
Home number	Contact's home telephone number.
Email	Contact's email address.