



Contacts in AT&T Office@Hand Mobile App

Article #2726

How do I view and edit my Contacts on my AT&T Office@Hand Mobile App?

The AT&T Office@Hand Mobile App lets you view your phone contacts, as well as manage your Personal and Company contacts from your Office@Hand Online Account. Aside from managing your Contacts, the Mobile App also allows you to manage your listed in Favorites.

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Viewing your AT&T Office@Hand Mobile App Contacts

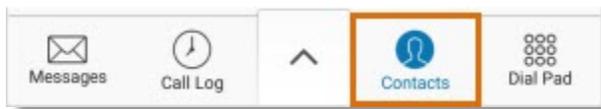
To view your Contacts from your AT&T Office@Hand Mobile App, follow the steps below:

Viewing your AT&T Office@Hand Mobile App Contacts

1. Launch the AT&T Office@Hand Mobile App.



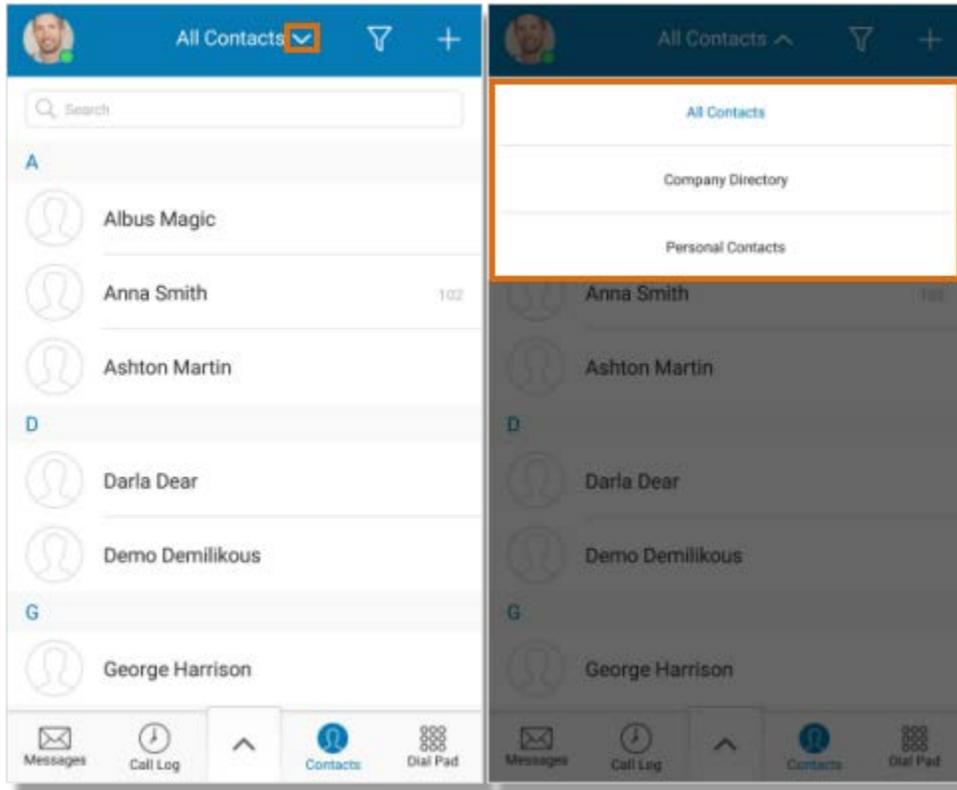
2. Tap **Contacts**.



3. You will be able to see the Contacts category when you tap the drop-down arrow.
 - **Personal Contacts:** includes your mobile phone's Address book Contacts, Email Account Contacts synced with your mobile device, and Personal Contacts from your Office@Hand Online account.



- **Company Directory:** includes other Users and extensions in your AT&T Office@Hand Account.



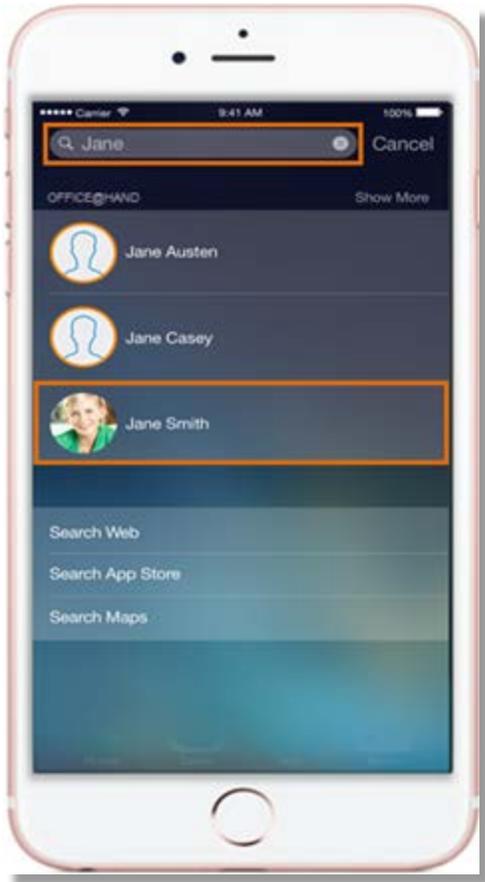
Spotlight Search for iOS

Spotlight Search is an iOS feature that allows iOS users to search for contents based on suggestions from Siri. Users can now utilize the Spotlight Search feature to look for an Office@Hand contact without launching the AT&T Office@Hand mobile app for placing phone calls or sending messages. Your Office@Hand contacts' photos will be displayed as you search for them, making it easy pull up their information.

Note: The Spotlight Search feature is available for **iPad and iPhone in iOS 9 or later.**

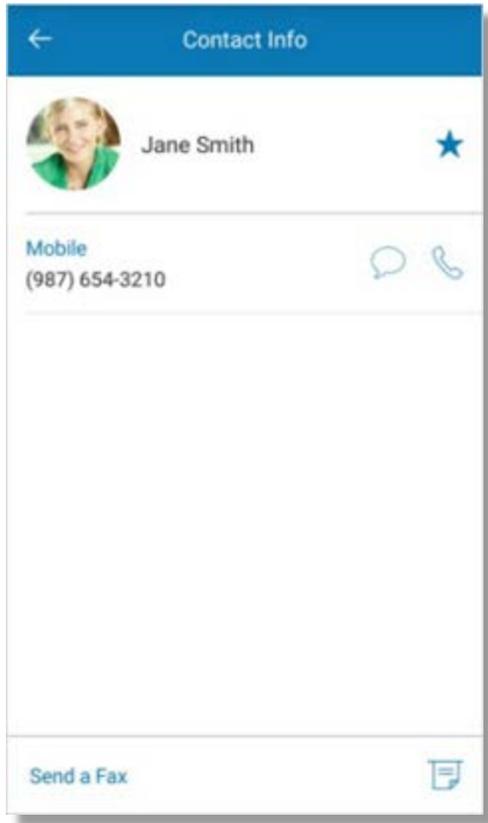
To view an Office@Hand contact through Spotlight Search, follow the steps below:

1. Launch **Spotlight**.
2. Type the name of an Office@Hand contact in the search box, and then tap the name of the contact in the search results.



3. You will be able to view the contact's information.

You can send a **Text Message** , **Call** , or send a **Fax**  to the contact's phone number.



Note: If you are unable to view Office@Hand search results in Spotlight, make sure to add Office@Hand to the list of applications to include in your Spotlight searches. For more information, visit the [Apple Support Website](#).

Adding a New Contact through your AT&T Office@Hand Mobile App

1. Launch the AT&T Office@Hand Mobile App.

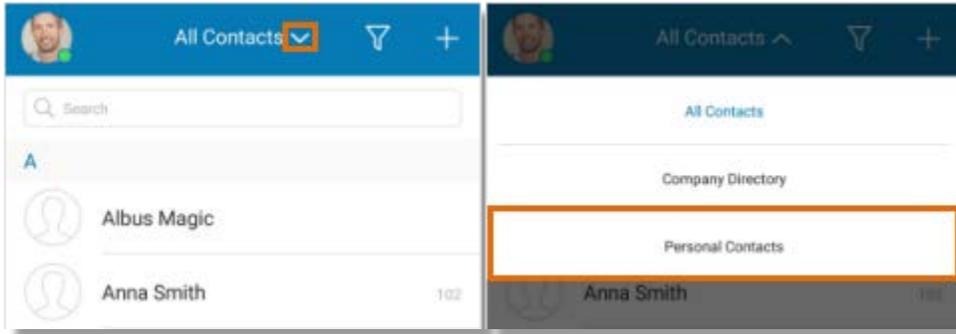


2. Tap **Contacts**.



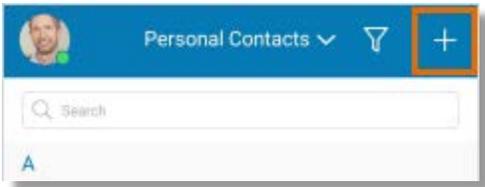


3. Tap the drop-down arrow, and then tap **Personal Contacts**.

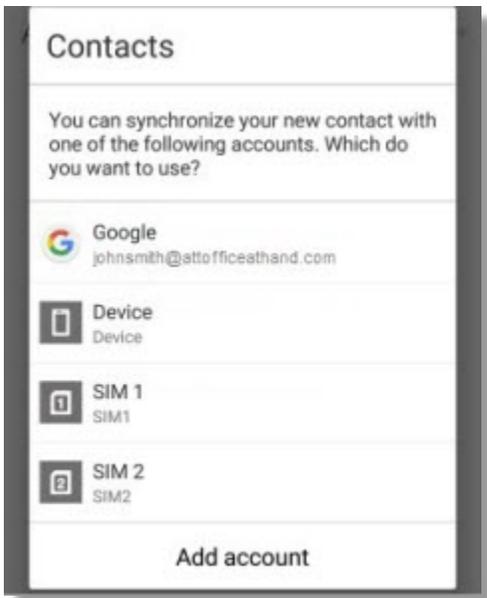


Note: **Company Contacts** can only be added by account **Administrators**.

4. Tap the **Plus Sign**  to add a Personal Contact.



5. You will be asked where you want to store your new contact. Select the appropriate phone book. The screenshot below may look different from your phone, depending on the UI and model of the phone that you are using.

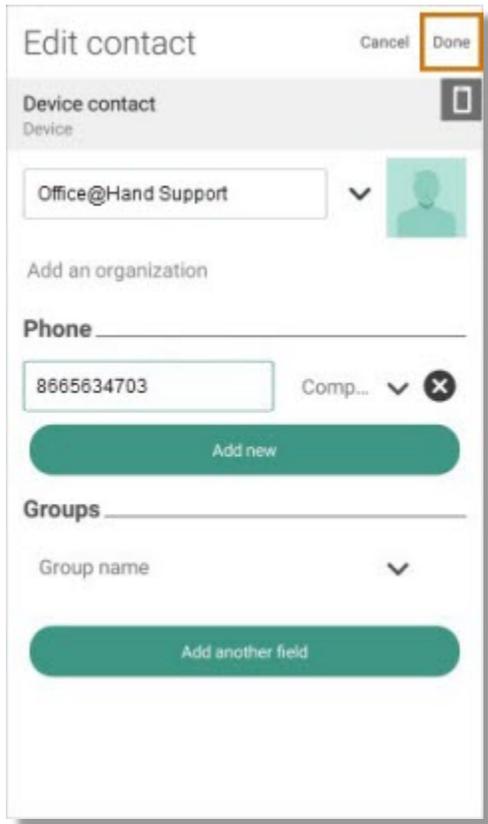


Note: Your AT&T Office@Hand Mobile App is integrated with your Mobile Phone's Phone book. If you



want to add a Contact for your AT&T Office@Hand Online Account, log in to your AT&T Office@Hand account and then click on **Contacts**.

6. Enter the Contact Details, then tap **Save** or **Done**.



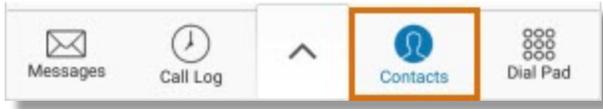
Filtering your Contact List

To filter which Contact Group you would like to see in your AT&T Office@Hand Mobile app, follow the steps below:

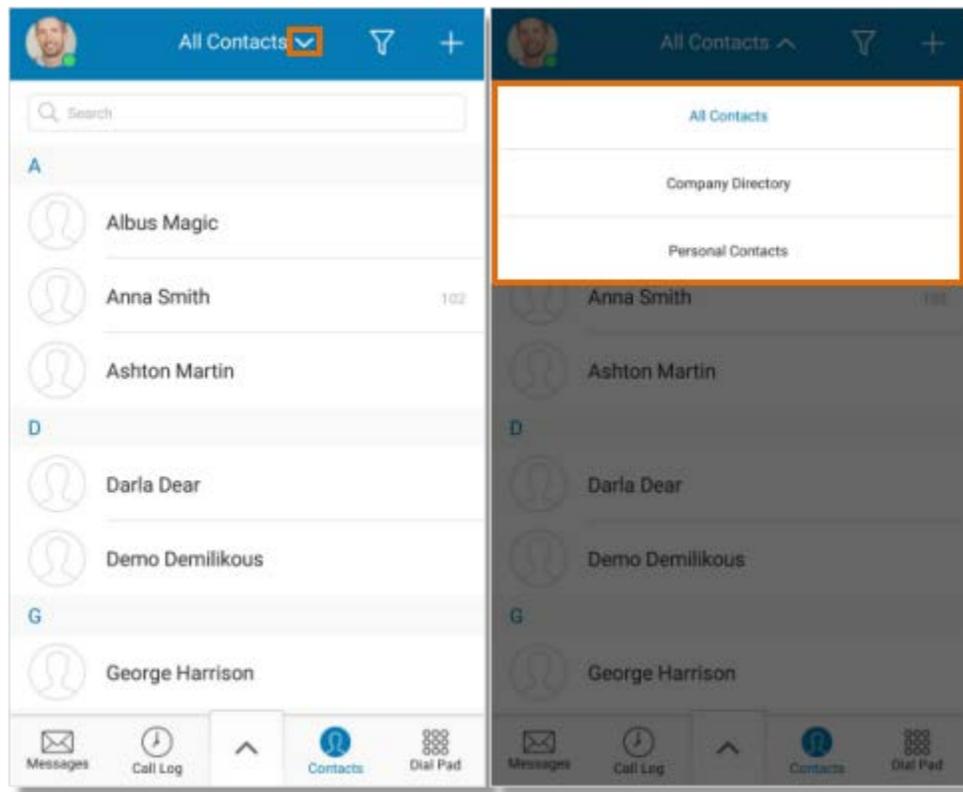
1. Launch the AT&T Office@Hand Mobile App.



2. Tap **Contacts**.

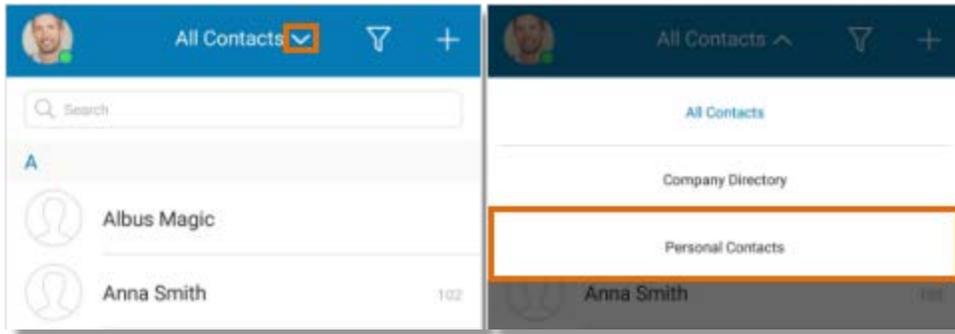


3. Tap the drop-down to see the Contact categories.
 - Personal Contacts
 - Company Contacts



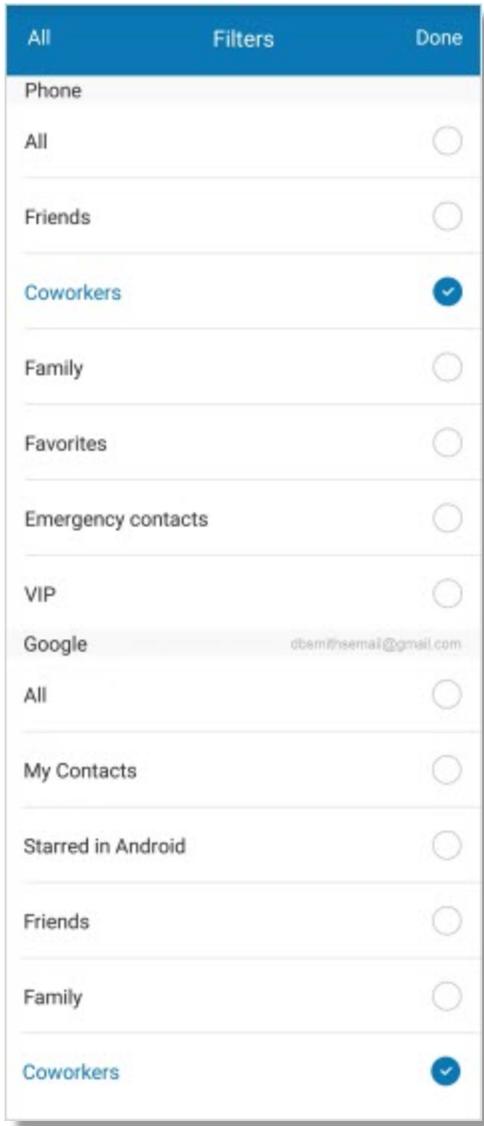
Filter Personal Contacts

1. Under the drop-down, tap **Personal Contacts**.

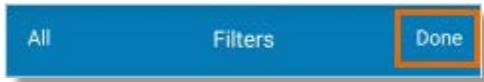


2. Select which Contacts you would like to see in your AT&T Office@Hand Mobile App. By default, all Contacts and Phone Book are selected.

In the example below, we selected our Coworkers from our Phone Address book and our Coworkers from our Google account to show in our AT&T Office@Hand Mobile App's Contact List. The others not checked will be hidden.



3. Tap **Done**.



Favorite Contacts List

Favorites is a feature in AT&T Office@Hand that enables Users to view and contact their frequent Contacts easily. The Mobile App lets you add, remove, and organize your contacts in **Favorites**.

Note: Contacts you save on your Favorites list get automatically synchronized across your Office@Hand



Mobile App and Desktop App.

The steps below demonstrate how you can manage your contacts under **Favorites**.

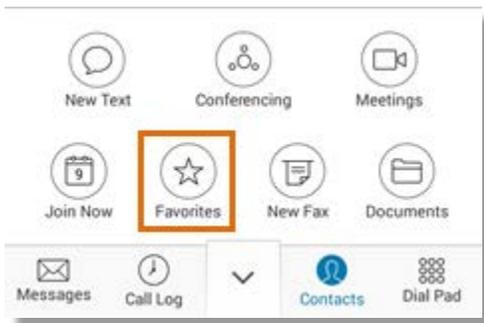
1. Launch the Office@Hand Mobile App.



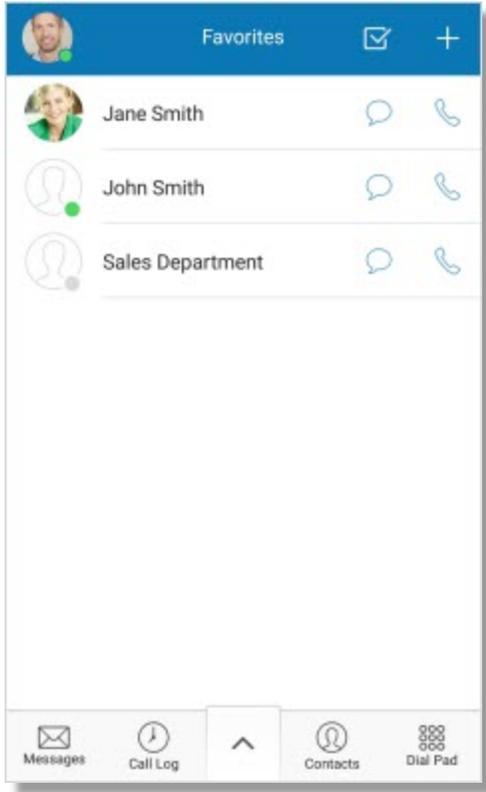
2. Tap the **Chevron** icon.



3. Tap **Favorites**.



4. You will be able to see the combined list of your Personal Favorites and your Company Favorites. Favorite Contacts that were added through your Office@Hand desktop app will also show on the list.



- Add a Favorite Contact
- Remove a Favorite Contact from your Favorites List
- Organize your Favorite Contacts List

Add a Favorite Contact

Tap the **Plus Sign (+)** to add a contact to your Favorites list. You can then tap the name of the contact that you wish to add to your **Favorites** list.

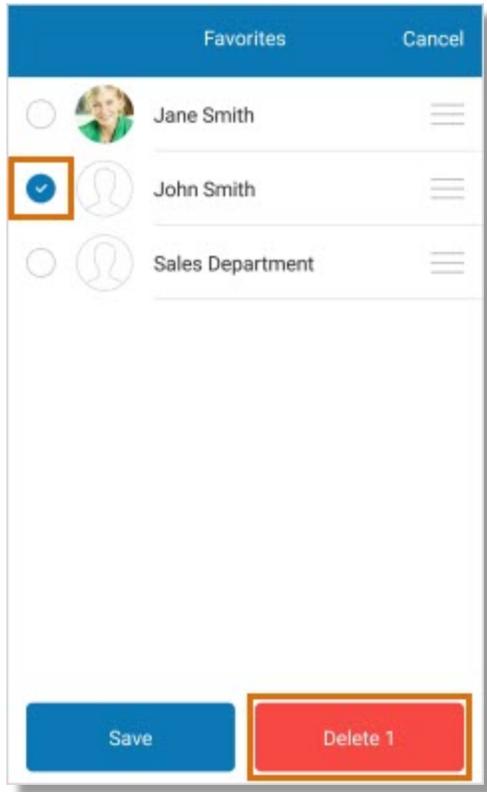
Note: You can add Contacts to your Favorites List one at a time.

Remove a Contact from your Favorites List

1. To remove a Contact from your **Favorites** List, tap the select button .



2. Select the contact that you wish to remove by checking the circle  next to the contact's name, and then tap **Delete**.

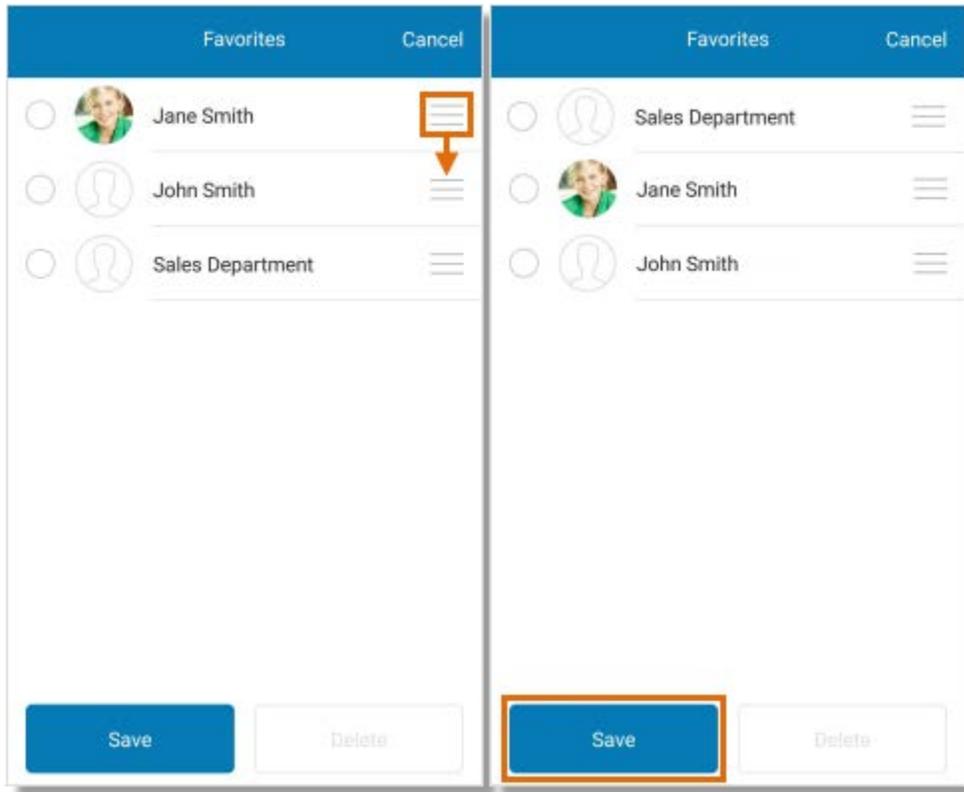


Organize your Favorites Contact List

To organize your **Favorites** List, tap and hold the **Move**  button, and then drag the contact



to arrange your list.



Note: You can add up to 60 Contacts to your Favorites List.

Keywords: contacts, add company contacts, personal contacts, names, contact information, favorites, favorite, favorite contact, 2726, add a favorite contact, remove a favorite contact, organize favorite contacts, filter personal contacts, manage contacts