

# UCP Contacts

The Contacts widget allows you to see and create contacts that can be used in other widgets in UCP, Phone Apps and for speed dials.. The [User Management Module](#) controls which contact groups a user will be able to see in this widget.



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## Group Management

To add a new group called "My Contacts" click the "Add Group" link.



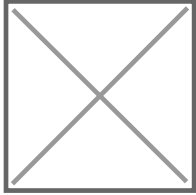
Name your group "My Contacts" then click "Save Changes"

The group will then appear to the left.



# Add Contacts

To add a new contact to a group click the "+ Add Contact" button. You will only be able to add contacts to groups you have permissions to do so.



In the next screen you will be able to define detailed information for the new contact

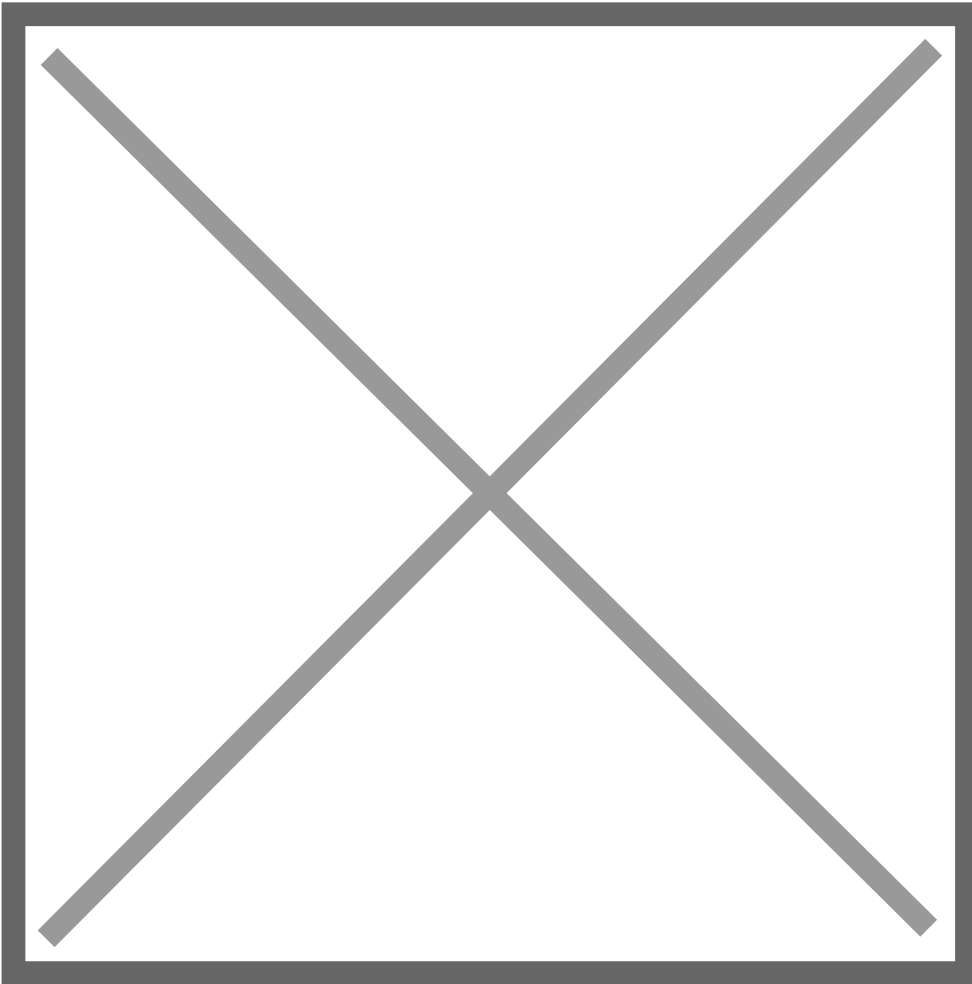


There are various details to a contact:



- **Display Name:**
- **First Name:**
- **Last Name:**
- **Title:**
- **Company:**

Contacts can also have custom avatar images or they can use gravatar:



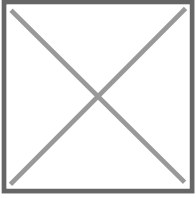
Additionally contacts can have multiple numbers, xmpp, emails and website addresses added to them



- **Numbers:**
- **XMPP:**
- **Email:**
- **Website:**

## Delete Contacts

To delete an entire group click the "Delete Group" button



After which a confirmation box will pop up.



# View Contacts

To view any contact simply click the contact's row in the table.

You will then be presented with a view similar to this if you are able to edit/delete the contact



If you only have permission to view the contact you will be presented with this view:

