

Contact Methods

1. To enter and manage contact methods for a specific record, open the record, then click the Contact-Methods tab.

Contacts

General **Contact-Methods** Account Photo Relationships Shares Forms

Add a New Contact Method for Jane Doe

Select Device Type: ▼

Select Method Type: ▼

Display: ?

This Contact does not have any Methods

Subscription Category Preferences

No Subscription Category Preferences

2. Select a device type, method, then enter the email address, phone number, etc. in the text field. The options available may vary depending on your implementation.

*Note: If you selected the Phone device type, telephone extensions entered in the Extension field are **not** used when this contact method is selected in an ad hoc message or broadcast. This field is used for data collection purposes only. See the [Phone Number Validation & Requirements](#) article for more information.*

Select Device Type:

Select Method Type:

Phone: ?

Extension:

3. Click Add.