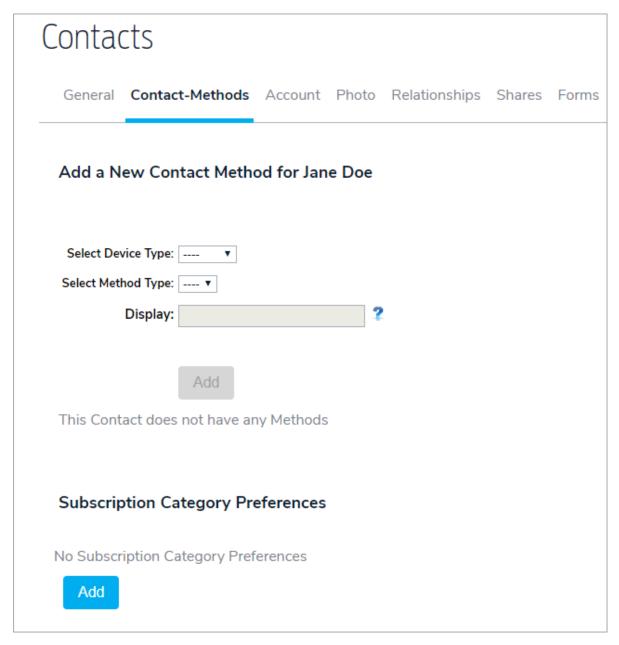# Contact Methods

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

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.

3. Click Add.