







View, Filter & Sort Contacts

To view an existing contact, click the Contacts icon in the navigation bar, then click the  in the Actions column. To edit the record, click the  icon.

Contacts





[Filter](#) [Add](#) [Share](#) 

First Name	Last Name ↑	Title	Actions
John	Doe		 
Jane	Doe		 

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To filter the records by folder, click Filter, then select a folder.

Filter By Folder

-  New Org
 -   Contacts
 -  Contacts

[Filter](#)

To sort the records, click the First Name, Last Name, or Title headers.