

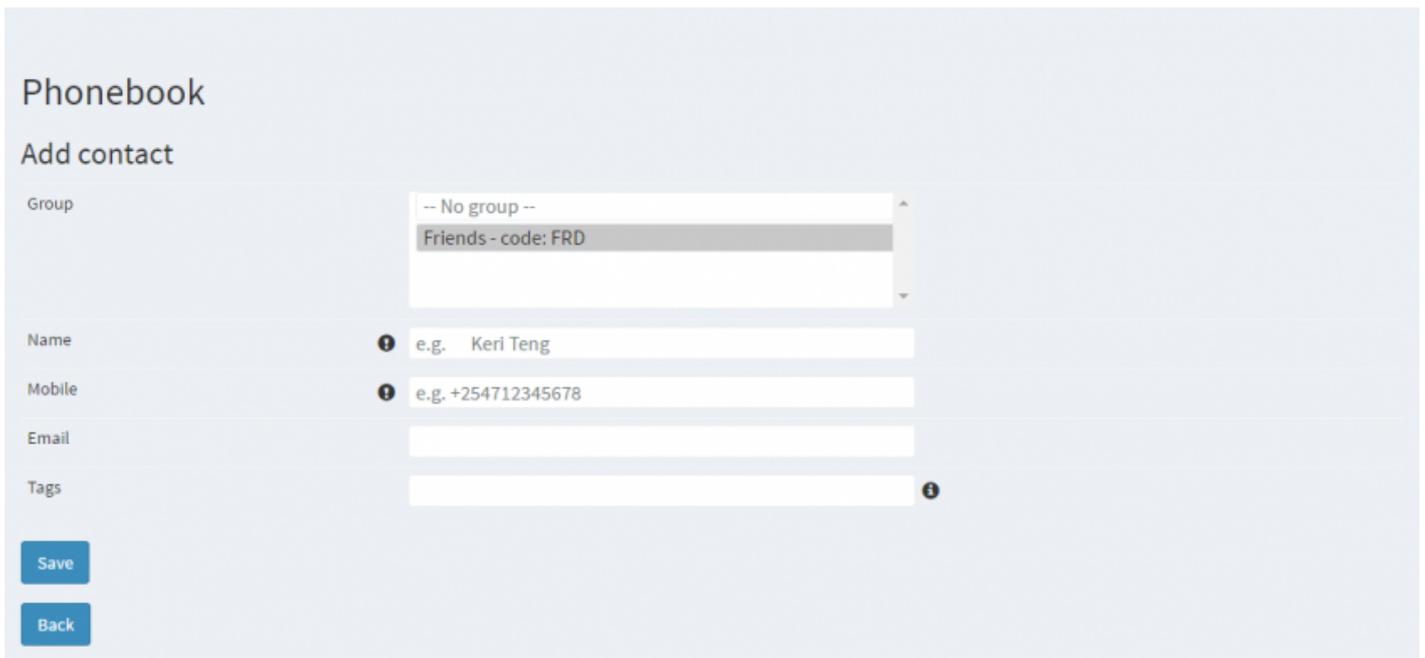
How to add a contact to the Contacts List

Access the Contacts List.

Click on the add  button.

If you wish to [save the contact in a particular group](#), select the desired group in the group selection panel. If you haven't created any group and you wish to group your contacts, [create a group](#).

Input the [required details](#): name, mobile number, email and tags.



The screenshot shows a web interface for adding a contact. The title is 'Phonebook' and the section is 'Add contact'. There are four input fields: 'Group' (a dropdown menu with '-- No group --' and 'Friends - code: FRD' options), 'Name' (with a placeholder 'e.g. Keri Teng' and an information icon), 'Mobile' (with a placeholder 'e.g. +254712345678' and an information icon), and 'Email'. Below the fields are two buttons: 'Save' and 'Back'. The 'Tags' field is also present but empty.

Note: Name and mobile number are mandatory fields.

Click on [save](#).

