

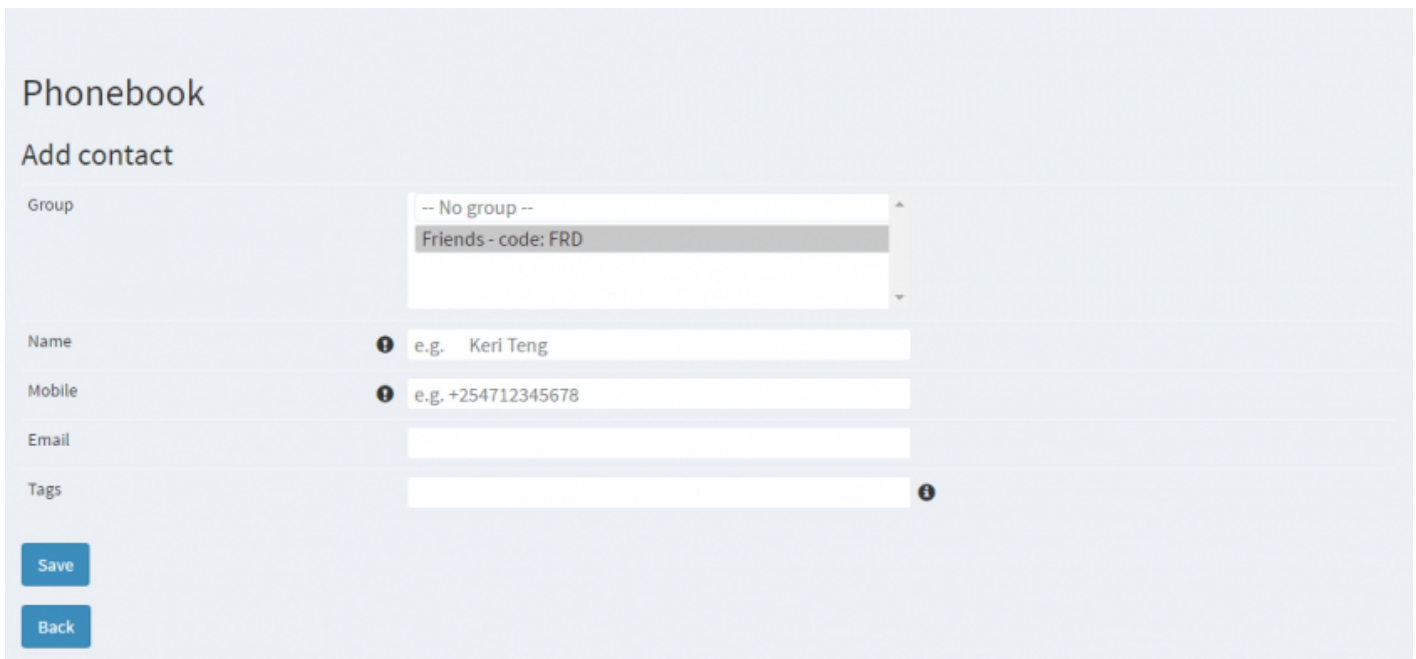
How to add a contact to the Contacts List

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 titled "Phonebook" with a sub-header "Add contact". On the left, there are labels for "Group", "Name", "Mobile", "Email", and "Tags". To the right of these labels are input fields. The "Group" field is a dropdown menu with "-- No group --" at the top and "Friends - code: FRD" selected below it. The "Name" field has a placeholder "e.g. Keri Teng" and an information icon. The "Mobile" field has a placeholder "e.g. +254712345678" and an information icon. The "Email" and "Tags" fields are empty. At the bottom left of the form are two buttons: "Save" and "Back".

Note: Name and mobile number are mandatory fields.

Click on [save](#).

