

How to Share Contacts

Overview

Contacts can be shared in three different ways. This section explains how to share contacts and what sharing model SC SMS offers.

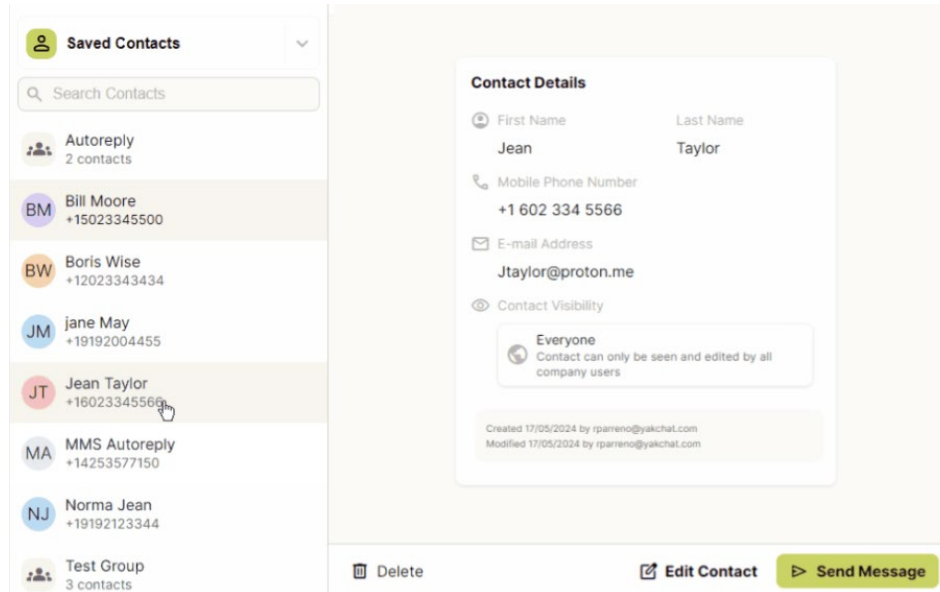
- **Just Me:** Contacts that only a single user can view.
- **Shared inbox:** Contacts that can be assigned to inboxes and can be viewed by any user within that inbox.
- **Everyone:** Contacts that can be made public and any user within your company can view and use.



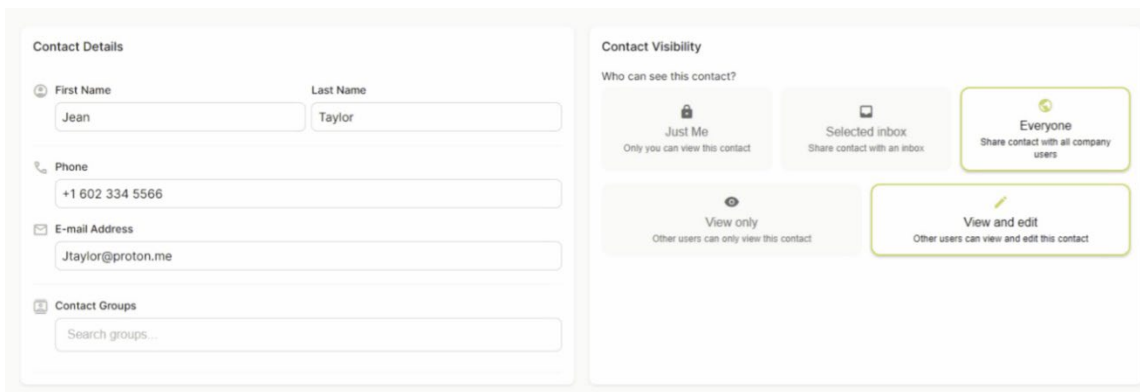
Note: All contacts that is added to the group should have the same sharing permission

Access Contact Sharing Permissions

1. Select the Contact you want to change the permissions and click on **Edit Contact**.

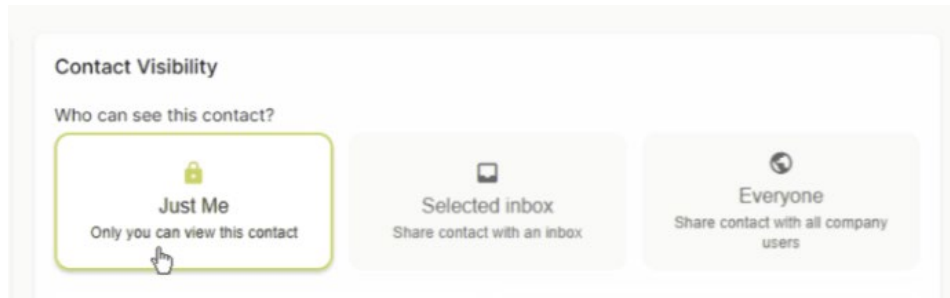


2. On the right side you will see the contact visibility options for this specific contact.



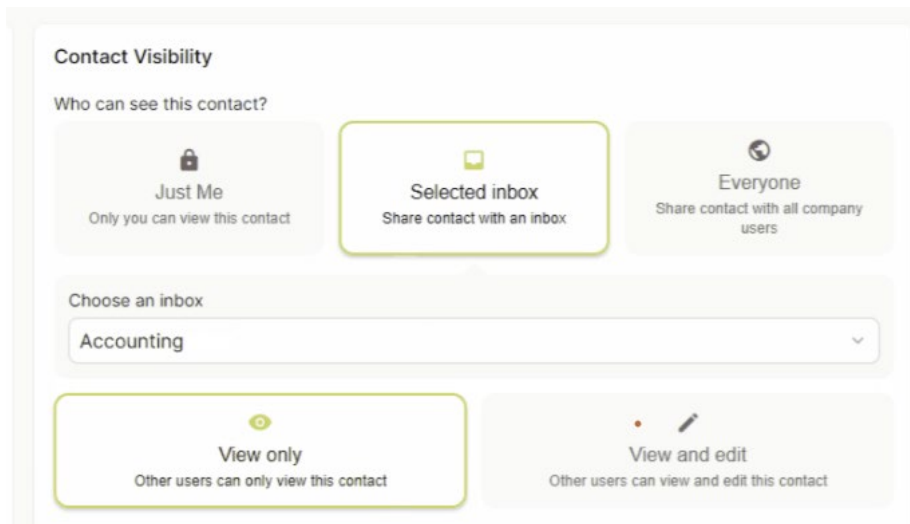
Just Me Contacts

To apply this sharing capability, you may select the contact visibility section to **Just me**.



Selected inbox contact

To share the contact with an inbox, whilst creating a contact click **Shared inbox** and then the pull-down menu will allow you to choose which inbox the contact will be shared with.



Once you have chosen this sharing capability, you will be given the option to choose if contacts will have either of the following

- **View only** which means that other users will not be able to edit or delete this contact
- **View and edit** which will give other users permission to edit and delete this contact.

Everyone contacts

To share this contact with the whole company you can select **Everyone**.

