

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.

| Saved Contacts | ~ | | | | |
|--|--------|---|--|--|--|
| Q Search Contacts | | Contact Details | | | |
| Autoreply 2 contacts | | First Name Last Name Jean Taylor Mobile Phone Number +1 602 334 5566 | | | |
| *15023345500 BW Boris Wise +12023343434 | | E-mail Address Jtaylor@proton.me Contact Visibility | | | |
| JM jane May +19192004455 JT Jean Taylor +1602334556gm | | Contact can only be seen and edited by all company users | | | |
| MA MMS Autoreply +14253577150 | | Created 17/05/2024 by rparreno@yakchat.com Modified 17/05/2024 by rparreno@yakchat.com | | | |
| NJ Norma Jean +19192123344 | | | | | |
| Test Group 3 contacts | Delete | ☑ Edit Contact | | | |

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

| | Loss Marco | Who can see this contact? | | | |
|-------------------|------------|---|---|---|--|
| Jean Bhone | Taylor | Just Me Only you can view this contact | Selected inbox Share contact with an inbox | S Everyone Share contact with all compan users | |
| +1 602 334 5566 | | 0 | | | |
| E-mail Address | | View only Other users can only view this | contact Other us | View and edit | |
| Jtaylor@proton.me | | | | | |
| Contact Groups | | | | | |
| Search groups | | | | | |
| | | | | | |



Just Me Contacts

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

| ontact visibility | | |
|---|---|---|
| ho can see this contact? | | |
| Just Me Only you can view this contact | Selected inbox Share contact with an inbox | Share contact with all company users |

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.

| /ho can see this contact? | | |
|---|---|---|
| Just Me Only you can view this contact | Selected inbox Share contact with an inbox | Everyone Share contact with all company users |
| | | |
| Choose an inbox Accounting | | ۵ ب |
| Choose an inbox Accounting | | • |

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**.

| ontact Visibility | | | |
|---|---|---|---|
| ho can see this contact? | | | |
| Just Me Only you can view this contact | Selected inbox Share contact with an inbox | | Share contact with all company users |
| Ø | | | 1 |
| VIEW ONLY Other users can only view this contact | | VIEW AND EDIT Other users can view and edit this contact | |