![2talk logo]

Contacts

Santiago Garcia - 2024-04-11 - [Web App](#)

Contacts

Utilize the Contacts Page to manage your contacts efficiently, whether imported from Microsoft and Google or manually created locally.

You have the flexibility to edit and delete added contacts, while imported contacts maintain their current syncing behavior.

Furthermore, you can easily initiate calls to your contacts.

How to Create Contacts:

A contact can be created with a minimum requirement of either a first name or a last name.

1. Log into your account.

2. Go to Menu > Settings > Contacts.

3. Click on Create.

4. Fill out the fields as you like.

5. Click on the "+" button to reveal the input for Phone, Email, and Address.

6. Click on Create.
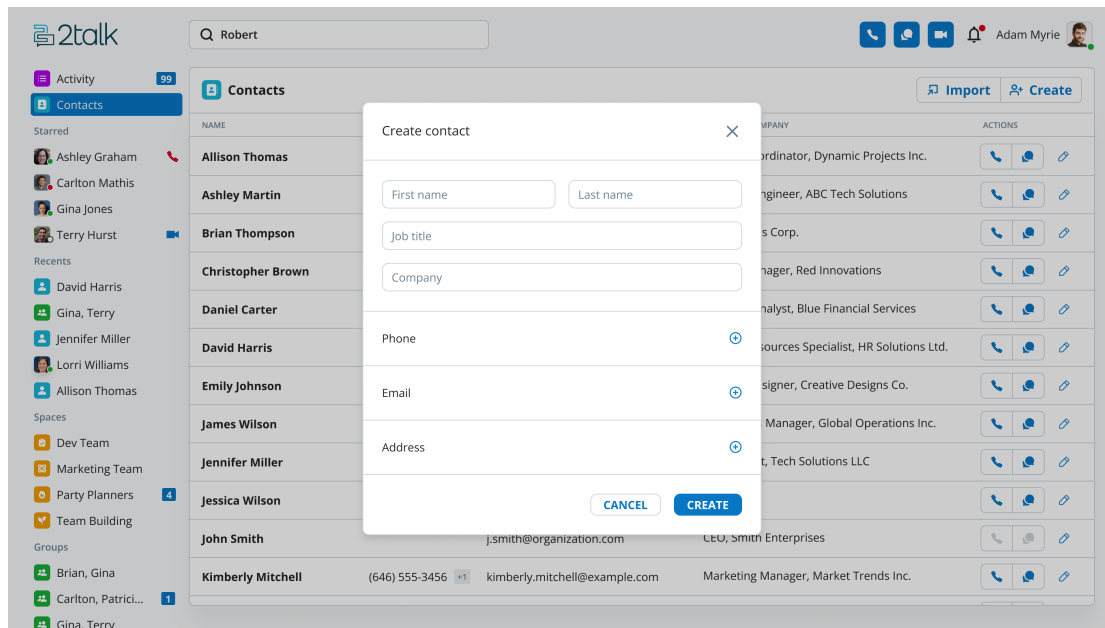
Managing Contacts:

Various actions are available for managing contacts:

- **Make a call** 🛈 Initiate a call by clicking on the phone button.

- **Send an SMS** 🛈 If the service is accessible, navigate to the Chat Page and utilize the SMS button to send messages.

- **Edit contact details** 🛈 Head to the Chat Page, select the contact's information, click on 'Edit', and make necessary adjustments.

- **Delete contact** 🛈 Within the Chat Page, access the contact's info, then choose 'Delete' to remove the contact from your list.

Note: Edit and Delete contacts are only available for the contacts you create locally.
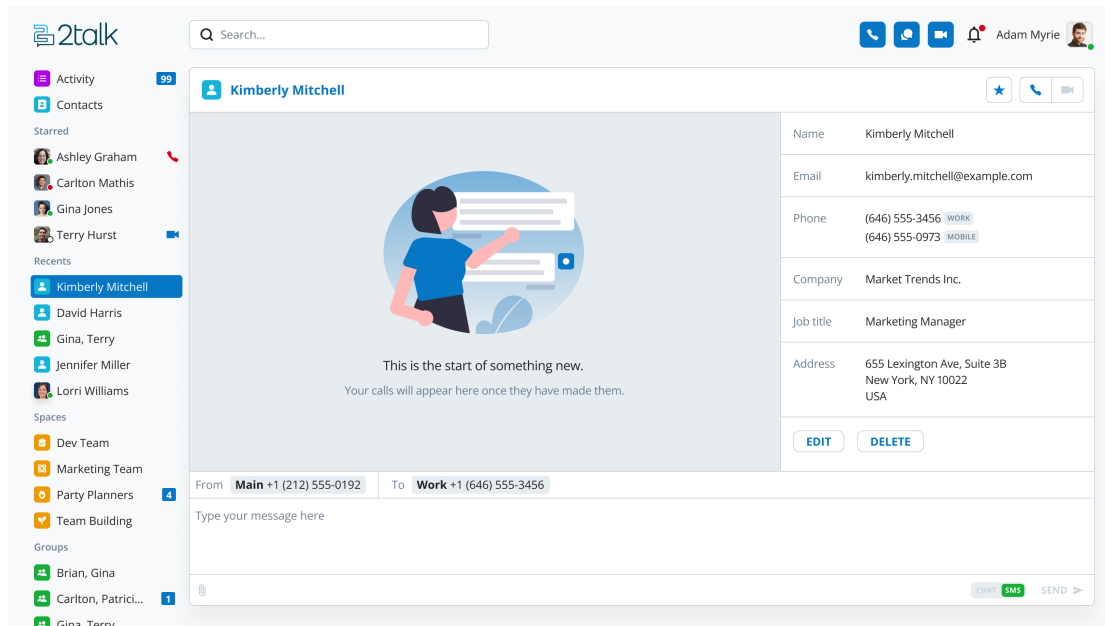
How to Sync Contacts:

Log into your account.

1. Go to Menu > Settings > Contacts, or;

2. Go to the Sidebar > Contacts > Import Contacts.

3. Choose to sync from Google or Microsoft accounts. Click on Sync now. You can synchronize both, one at a time.

4. Provide the required details in the provider dialog to grant access for synchronization.

5. Once synchronization is complete, await confirmation.

6. Navigate to the Contacts list on the sidebar to view all synced contacts.

Note: Once contacts are initially synced, the Import Contacts button in the sidebar won't appear. Removing synchronization will make the button reappear.

Settings

Profile   Numbers   Audio & Video   **Contacts**

Google · Not connected
Connect to Gmail, Workspace, and other Google services   **Connect**

Microsoft · Not connected
Connect to Outlook, Microsoft 365, and other Microsoft services   **Connect**

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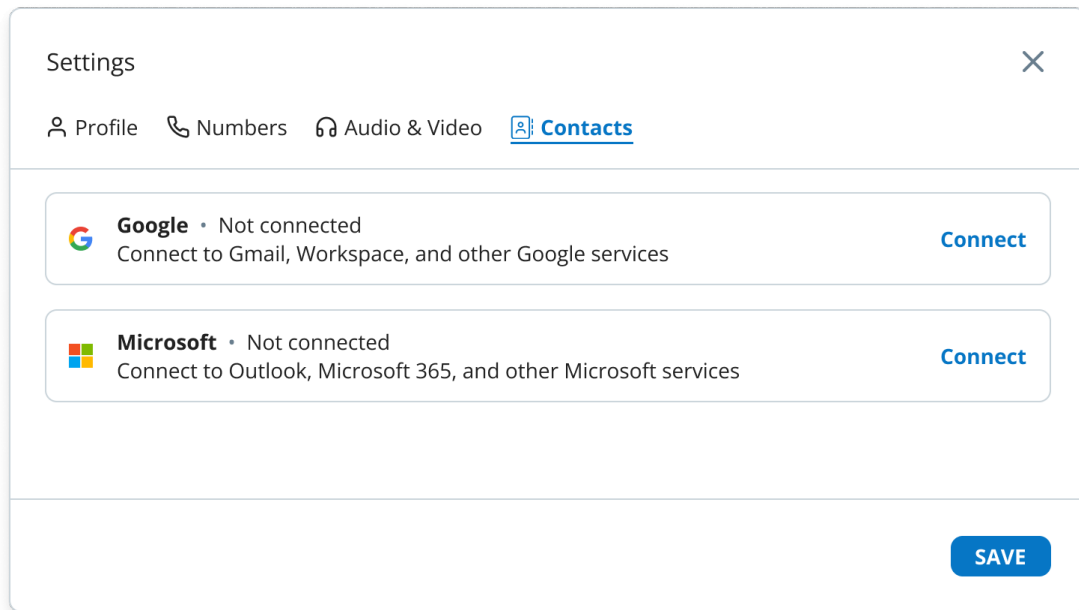
How to Remove Synced Contacts:

If you want to remove your contact synchronization, follow these steps:

1. Go to Menu > Settings > Contacts.

2. Click on Remove Account.

3. Confirm the removal in the pop-up.
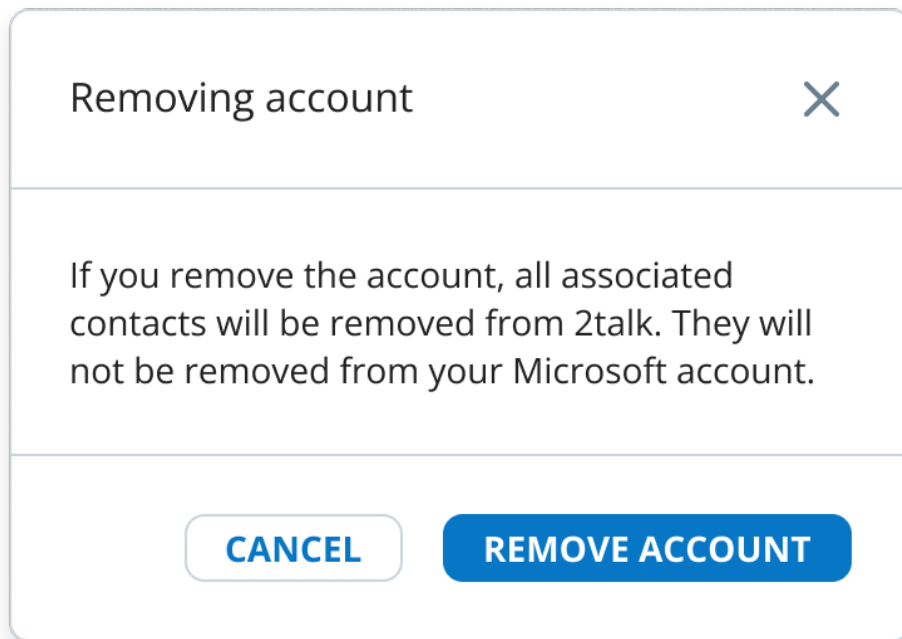
FAQ

Here are some Frequently Asked Questions about contact synchronization:

Can I Force Contact Synchronization?

You can manually sync newly added contacts from your Microsoft or Google account. If a contact isn't showing up on the Web App after being added, head to **Settings > Contacts** and click Sync Now to force synchronization.

Settings   ✕

👤 Profile   📞 Numbers   🎧 Audio & Video   📇 **Contacts**

┌───┐
│ G **Google** • Not connected   **Connect** │
│   Connect to Gmail, Workspace, and other Google services   │
└───┘

┌───┐
│ ▦ **Microsoft**   **Sync now** • **Remove account** │
│   Connected as adam.myrie@hotmail.com   │
└───┘

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Why My Contact Synchronization Fail?

Synchronization can fail for a few reasons:

- If a user abandons the dialog or denies permission, the synchronization status will change to "Failed."

- Contacts without the necessary information, like first and last names, won't sync.

- A Sync Contact pop-up will identify the contacts that failed to sync.

Settings   ✕

👤 Profile   📞 Numbers   🎧 Audio & Video   📇 **Contacts**

┌───┐
│ G **Google** • Not connected   **Connect** │
│   Connect to Gmail, Workspace, and other Google services   │
└───┘

┌───┐
│ ▦ **Microsoft** • ⟲ Failed   **Connect** │
│   Connect to Outlook, Microsoft 365, and other Microsoft services │
└───┘

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