

Creating Contacts



Security Note

In order to use this feature, your 25Live user must have appropriate permissions (Admin: 12.0 *Create, Edit and Copy Contacts*) in [Group Administration](#).

To Create a Contact

1. Go to Search

To create a new user/contact, use the **Search** link in the 25Live **More** menu to navigate to the search page.



Image: The Search link can be found in the 25Live More menu.

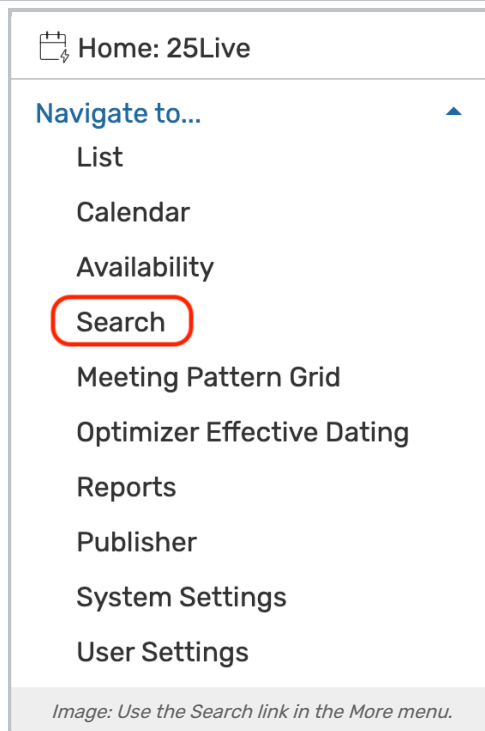


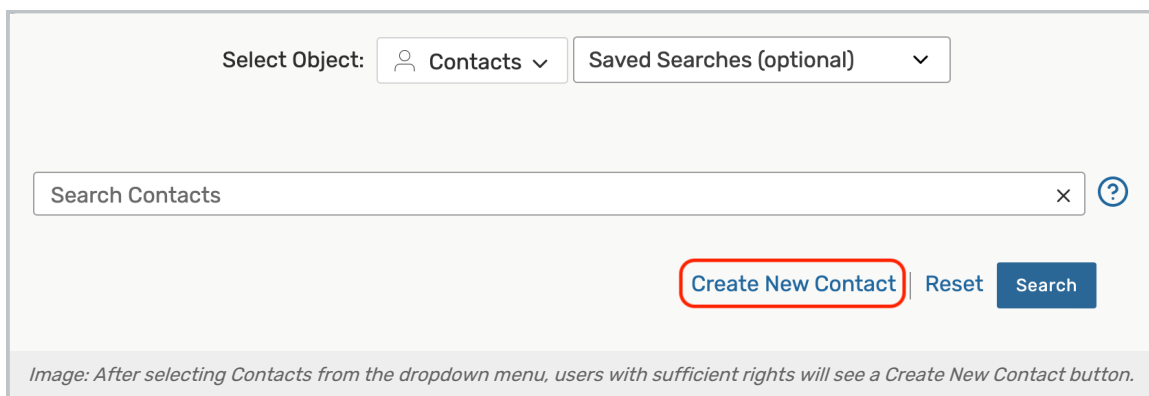
Image: Use the Search link in the More menu.

2. Select Contacts

In the **Select Object** dropdown menu, select **Contacts**.

3. Tap or Click the Link

Below the contact search bar, use **Create New Contact** link.



The screenshot shows a user interface for managing contacts. At the top, there is a 'Select Object:' dropdown menu with 'Contacts' selected, and a 'Saved Searches (optional)' dropdown menu. Below these is a search bar labeled 'Search Contacts' with a clear button (X) and a help icon (?). At the bottom right, there are three buttons: 'Create New Contact' (highlighted with a red box), 'Reset', and 'Search'.

Image: After selecting Contacts from the dropdown menu, users with sufficient rights will see a Create New Contact button.

4. Fill Out the Required Fields

The following fields are available to complete:

- **First Name** *(optional)*
- **Middle Name** *(optional)*
- **Last Name**
- **Work Email**

5. Save

Save by selecting the **Add Contact** button.



The screenshot shows a 'Create Contact' form. It has four input fields: 'First Name', 'Middle Name', 'Last Name', and 'Work Email'. The 'Last Name' and 'Work Email' fields have a red asterisk indicating they are required. There is an 'Add Contact' button at the bottom right. Below the form, there are links for 'Create New Contact', 'Reset', and 'Search'.

Image: Fill out the Create Contact fields and press Add Contact.

If 25Live finds the same email address and last name, you will be shown possible duplicates.

After saving, you will be routed to the [Contact Details](#) page. There, you can view or [edit](#) associated information for your new contact.