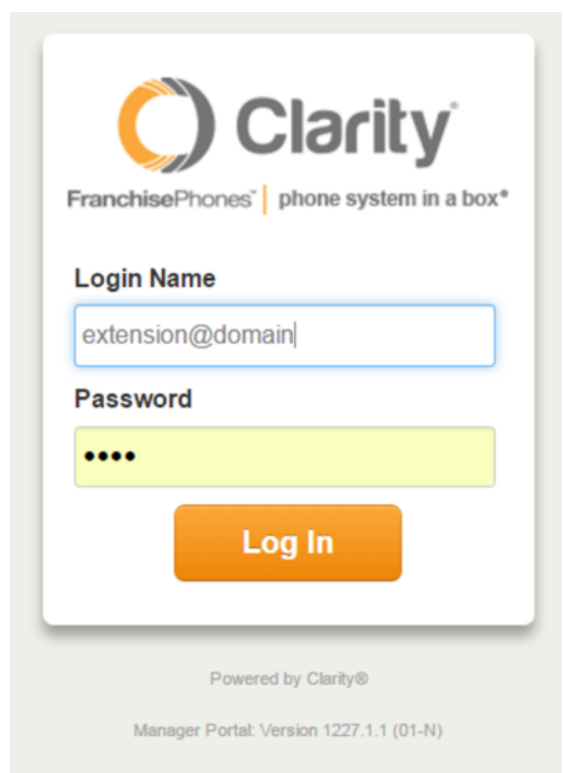


## Setting Up Your Shared Contacts is as Easy 1, 2, 3

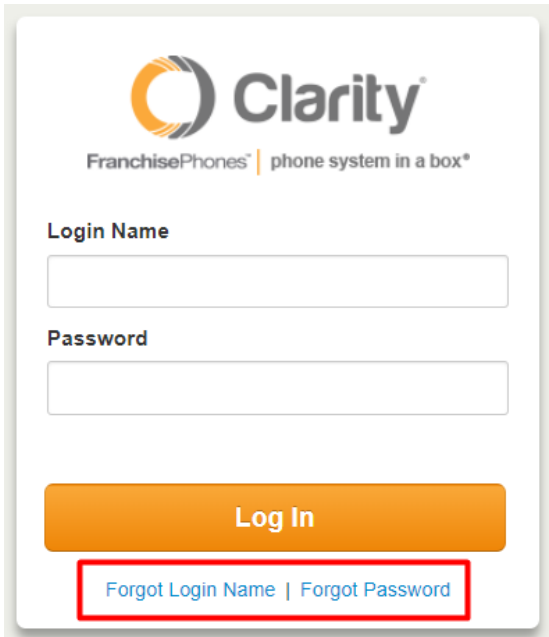
**\*NOTE:** You must have Office Manager or Advanced User permissions to perform this function.

1. Navigate to [portal.clarityvoice.com](http://portal.clarityvoice.com), you should see the login page:



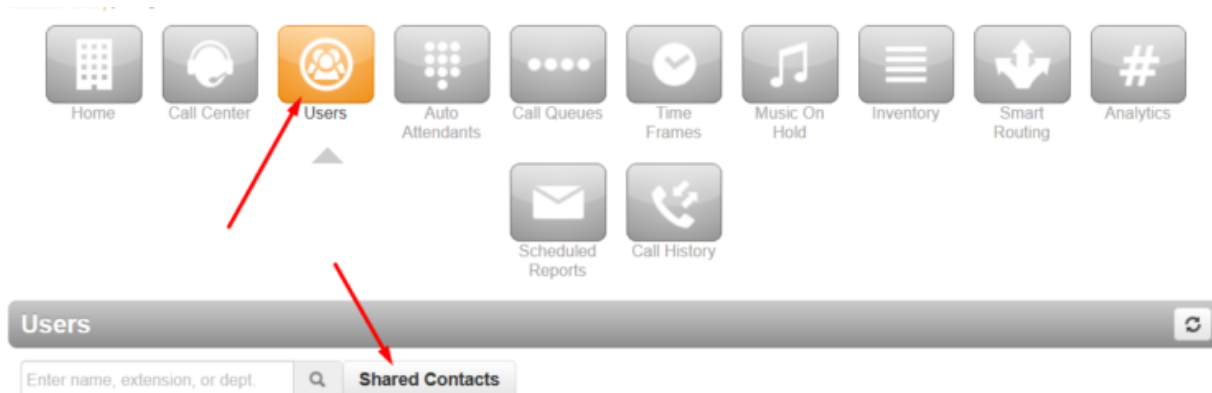
The screenshot shows the Clarity login page. At the top left is the Clarity logo, which consists of a stylized orange and grey circle followed by the word "Clarity" in a bold, sans-serif font. Below the logo is the text "FranchisePhones | phone system in a box". The main form area contains two input fields: "Login Name" with a blue border and a light blue shadow, containing the placeholder text "extension@domain"; and "Password" with a yellow background and a light yellow shadow, containing four black dots. Below these fields is an orange "Log In" button. At the bottom of the form, it says "Powered by Clarity®" and "Manager Portal: Version 1227.1.1 (01-N)".

2. Enter your **Extension** and **Domain**, for example, 200@handyman, along with your password. If you don't know your password, click **Forgot Password** to have a password reset email sent to you. **Click Login.**



The image shows the Clarity login page. At the top is the Clarity logo with the tagline "FranchisePhones | phone system in a box". Below the logo are two input fields: "Login Name" and "Password". A large orange "Log In" button is positioned below the password field. At the bottom of the login area, there is a red-bordered box containing the links "Forgot Login Name | Forgot Password".

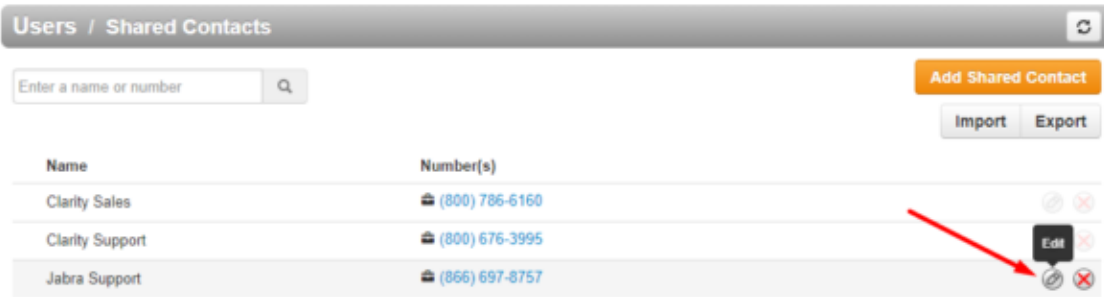
## Adding Shared Contacts



1. Click **Users**, then **Shared Contacts**.
2. A shared contact can be added by clicking the **Add Shared Contact** button or by **importing**. Importing shared contacts uses the same CSV format as for regular contacts.
3. Fill out the details of the contact and click **Save**.



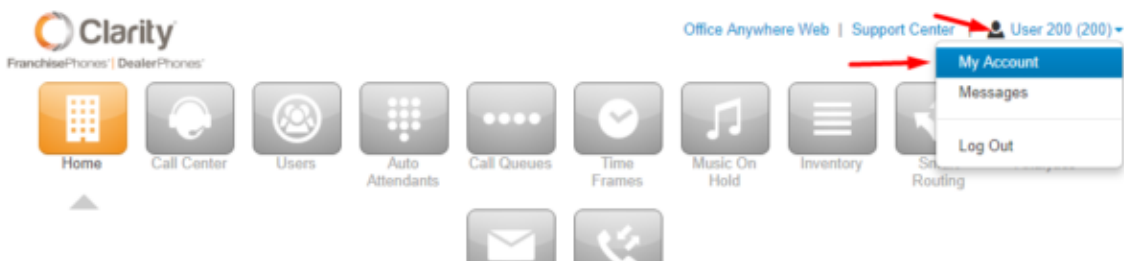
4. Shared Contacts can be edited or deleted using the standard **Edit** and **Delete** buttons.



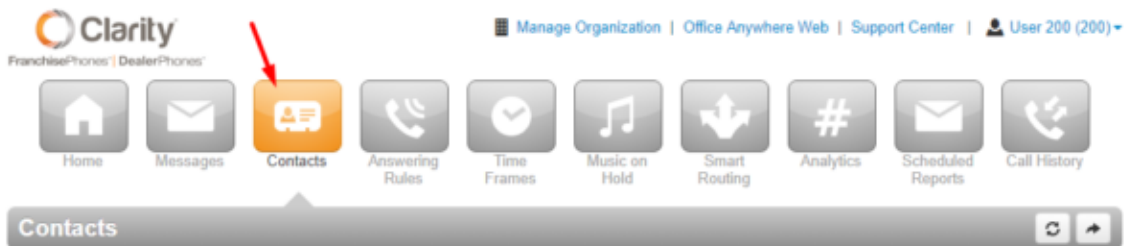
## Viewing Shared Contacts

You can view Shared Contacts by:

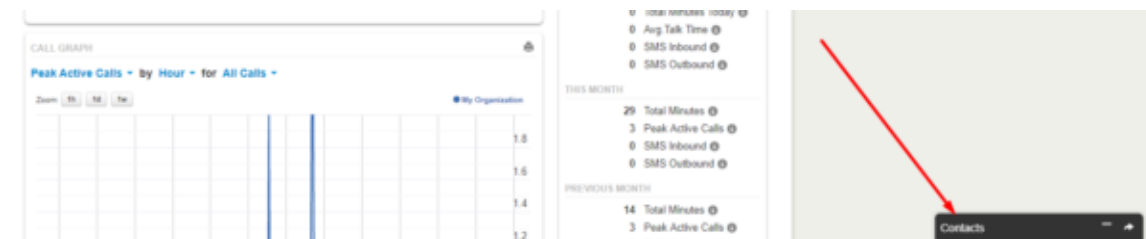
1. Visiting your **Contacts** page. Click your **User Name** in the upper right-hand corner, then select **My Account**.



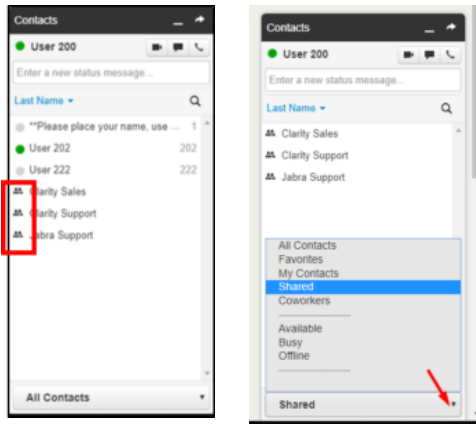
2. The choose **Contacts**.



3. Or, you can open the **Contacts** dock at the bottom right of your screen.



- A shared contact will have a special icon next to their name to differentiate it from regular contacts.
- You can choose to view only shared contacts by clicking the drop-down filter and selecting **Shared**.



If you have any additional questions or require additional assistance, please contact Support at 800.676.3995. We are available 8 AM to 9 PM EST, Monday through Friday. Or, feel free to contact us on our support page at: <https://clarityvoice.com/support/>

CLICK HERE FOR MORE CLARITY QUICK TIPS!