Clarity Quick Tips – Shared Contacts

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**, you should see the login page:



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**.

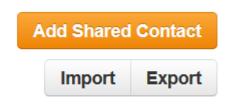


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Adding Shared Contacts

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Enter name, extension, or dept.	Q Shared Contacts	5					

- 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.



Users / Shared Cont	acts		0
Enter a name or number	Q		Add Shared Contact
			Import Export
Name		Number(s)	
Clarity Sales		(800) 786-6160	0 8
Clarity Support		(800) 676-3995	Edt 😣
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Viewing Shared Contacts

You can view Shared Contacts by:

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

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

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- 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.



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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!

