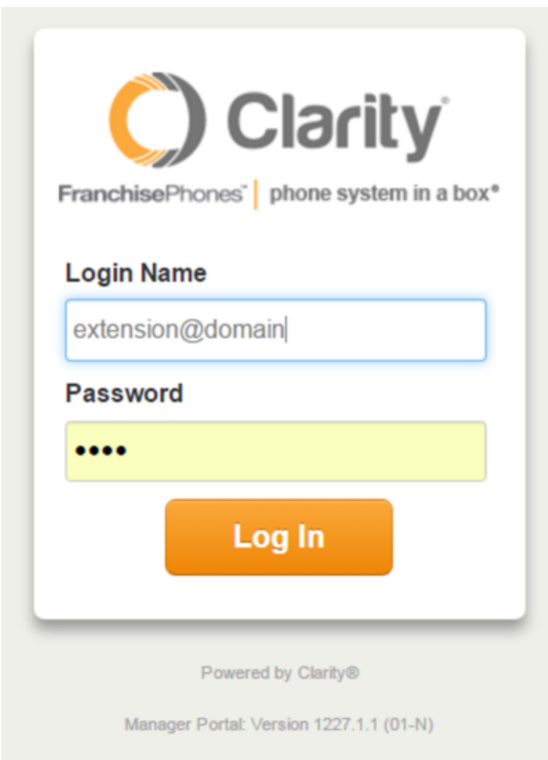
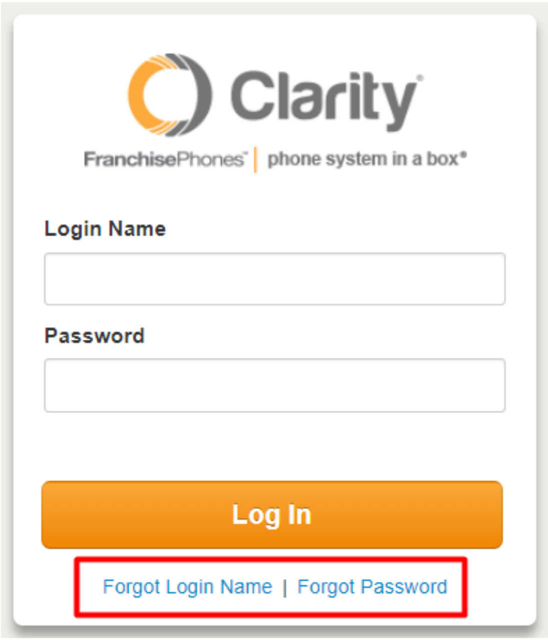
Setting Up Your Shared Contacts is as Easy 1, 2, 3

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

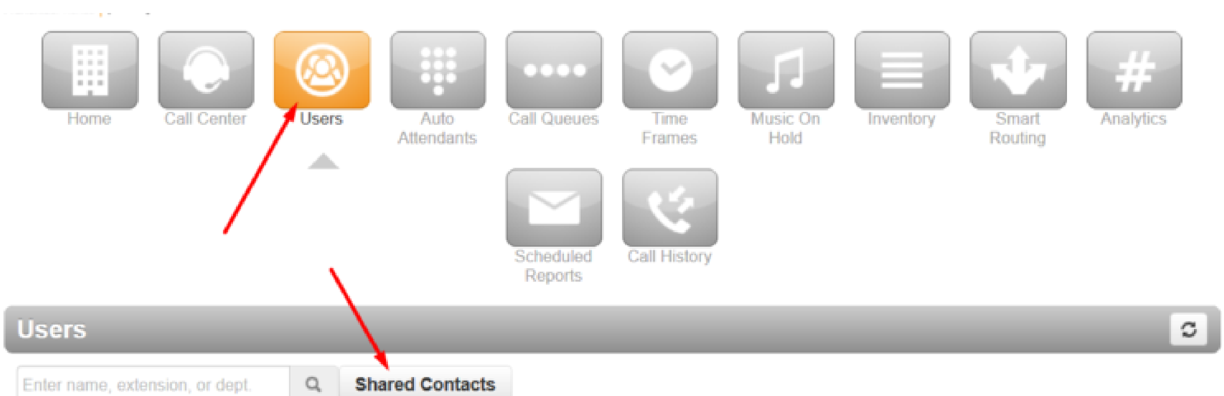
1. Navigate to **portal.clarityvoice.com**, you should see the login page:



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**.

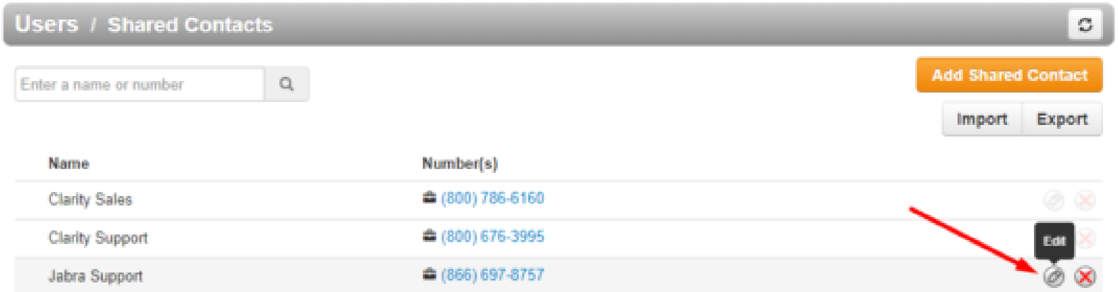


Adding Shared Contacts



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**.

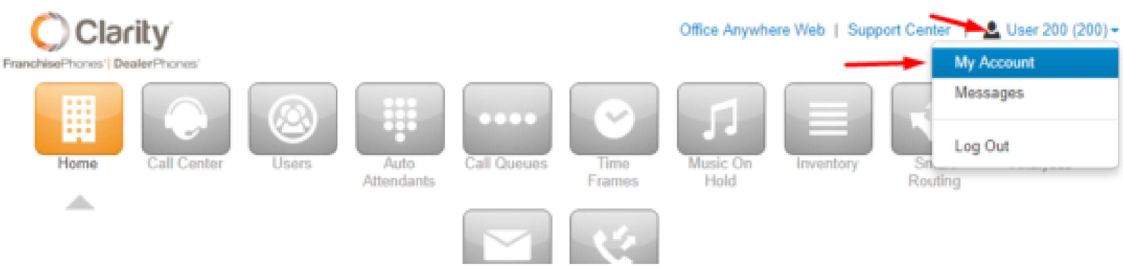
4. Shared Contacts can be edited or deleted using the standard **Edit** and **Delete** buttons.



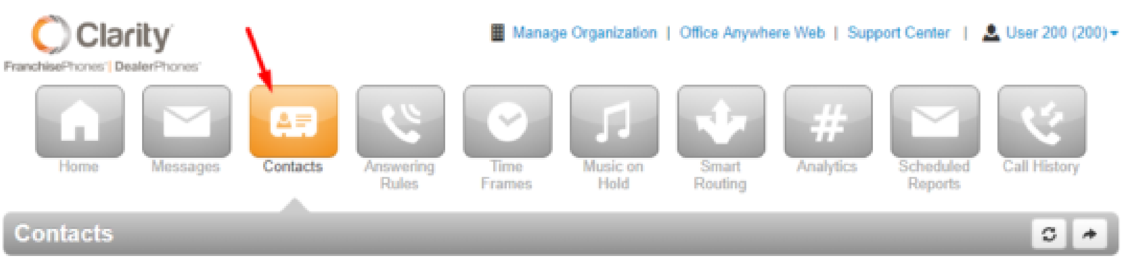
Viewing Shared Contacts

You can view Shared Contacts by:

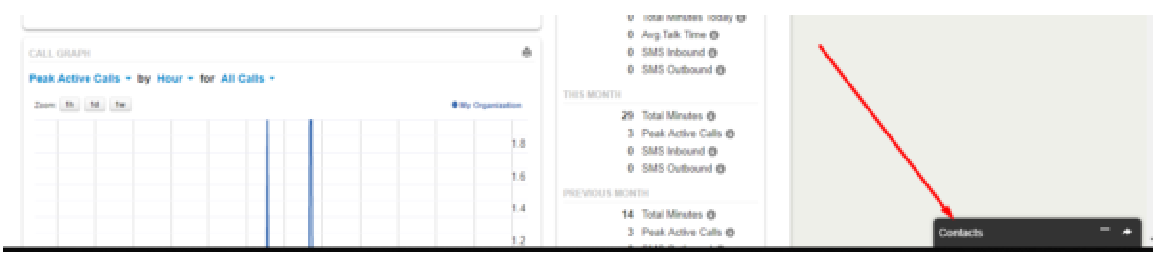
1. Visiting your **Contacts** page. Click your **User Name** in the upper right-hand corner, then select **My Account**.



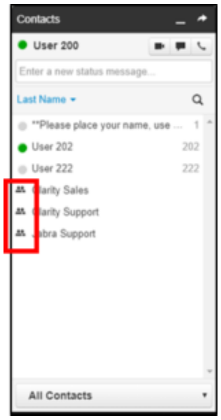
2. The choose **Contacts**.

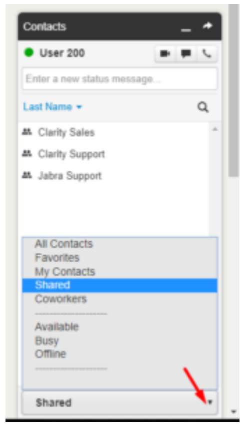


3. Or, you can open the **Contacts** dock at the bottom right of your screen.



- 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!