

Company Directory

Overview

This section is about adding contacts that are accessible to everyone who has access to the IntellaConference web portal.

Adding a Company Directory Contact

- 1) Start by navigating to the **Company Directory** screen from the navigation panel.
- 2) Next, click the **New Contact** button and enter the information as defined in the table below.

	Field	Type	Description
Required	First Name	Field	First name of Contact
	Last Name	Field	Last Name of Contact
	Email	Field	Email address of Contact (for notification)
Optional	Phone Number	Numerical Phone Number	Phone number of contact (as shown on their Caller ID)

- 3) When you are satisfied with your selection save by clicking the **Save New Contact** button, afterwards you will see a message stating **Changes Saved**.

[image.png](#)

Removing a Company Directory Contact

- 1) Find the contact that you wish to remove.
- 2) Click the red **X** under the delete column.
- 3) Click OK on the confirmation dialog to confirm the deletion.

[image.png](#)

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