## How to Add a Contact

**Note**: FileFlex users will need authorization from their IT department in order to be able to add contacts. If you have permission, use the following steps to add contacts.

- 1. Open the contact view by selecting Contacts in the Application sidebar menu
- 2. Select the Add Contact icon in the top right of the Activity Bar

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- 3. In the New Contact dialog box, enter the contact's name and email address.
- 4. From this dialog box, you can also add the contact to any pre-existing contact groups or create a new contact group.
- 5. Press **OK** when finished.