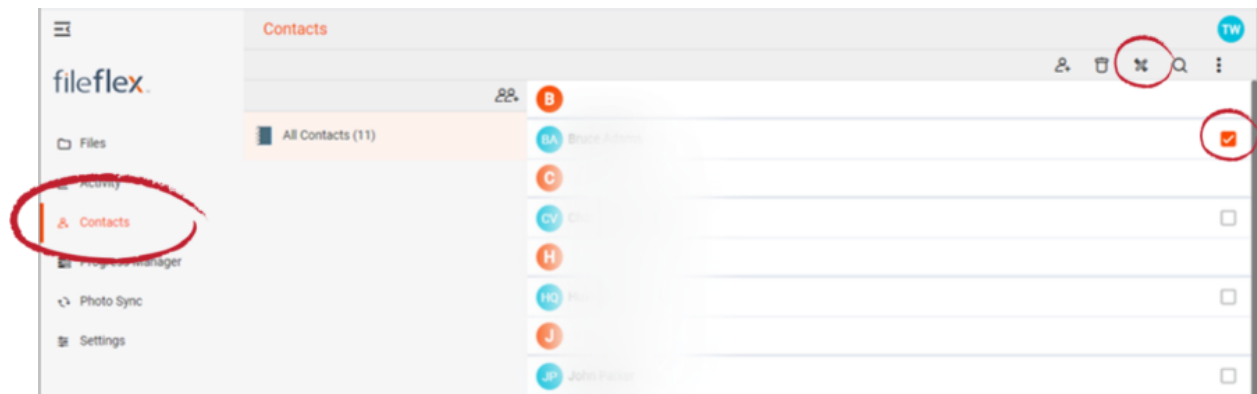


How to Edit a Contact

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

Note: Users can only edit contacts that they added to FileFlex. They cannot edit contacts added by the IT department.

1. Open the contact view by selecting Contacts in the Application sidebar menu
2. Select the contact that you want to edit
3. Click the **Edit Contact** icon in the top right of the Activity Bar



How to Edit a Contact

4. In the Edit Content dialog box, enter your changes.
5. Press **OK** when finished.