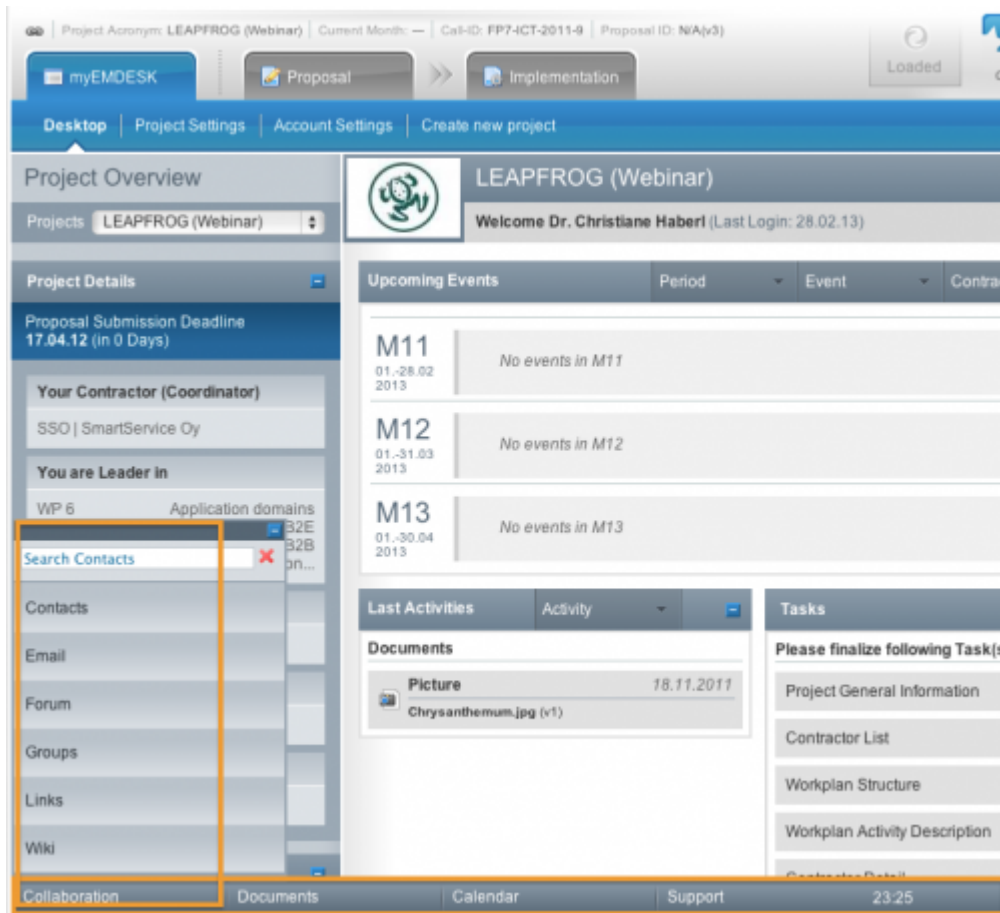# Contacts in EMDESK

EMDESK provides shortcuts to the extensive collaboration functionalities that are always available at the bottom of every screen. The platform offers *Contact Lists, Emails, Forums, Groups*, *Links* and Wiki categories.

Contacts

Here you are able to view detailed contact information from all *Contractors*, *Project Users* and *Externals*. Select a Contractor from the left side panel to show the *General Contact* details of the Partner and all the assigned users. Click the ⊞ button next to a specific user to view his/her contact details.

Add an External Contact

Contact information for persons that have not been invited or have not yet registered with EMDESK can be managed via the *External Contacts* section at the bottom of the Contractor List. Select the item External at the end of the Contractors list on the left side panel, then click on the ⚇ Add new external contact button to add a new External Contact to your contact list. Fill in all the necessary contact details (*Name, Email, Organisation/Position, Address, Phone Number*) and any desired additional information.

You can choose to either **Invite** the Contact to the Project ⊠ Invite external to project , **Export** the

Contact ![Export contact (vCard) icon] Export contact (vCard) or **Delete** the Contact ![Delete contact icon] Delete contact .

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