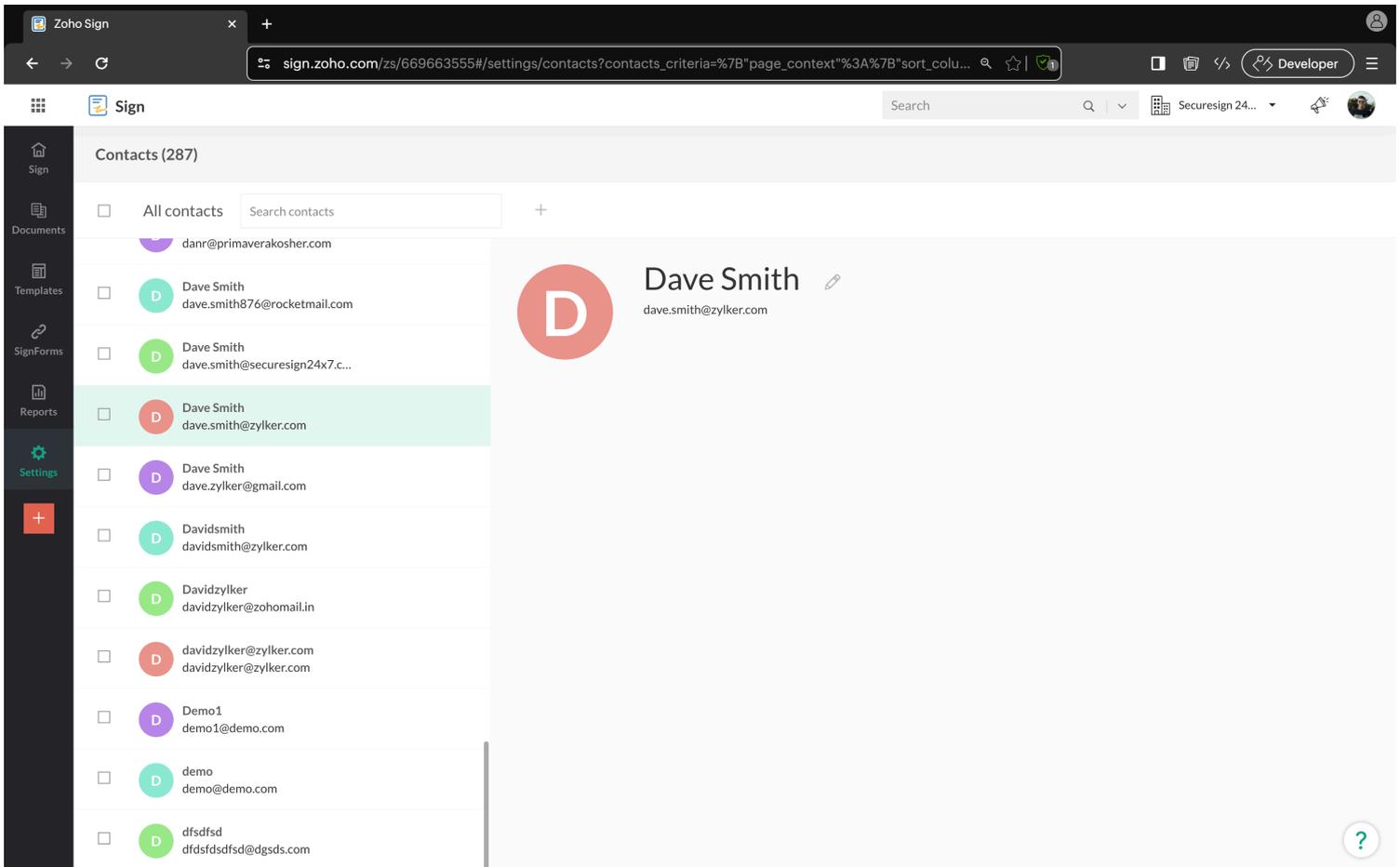


Contacts

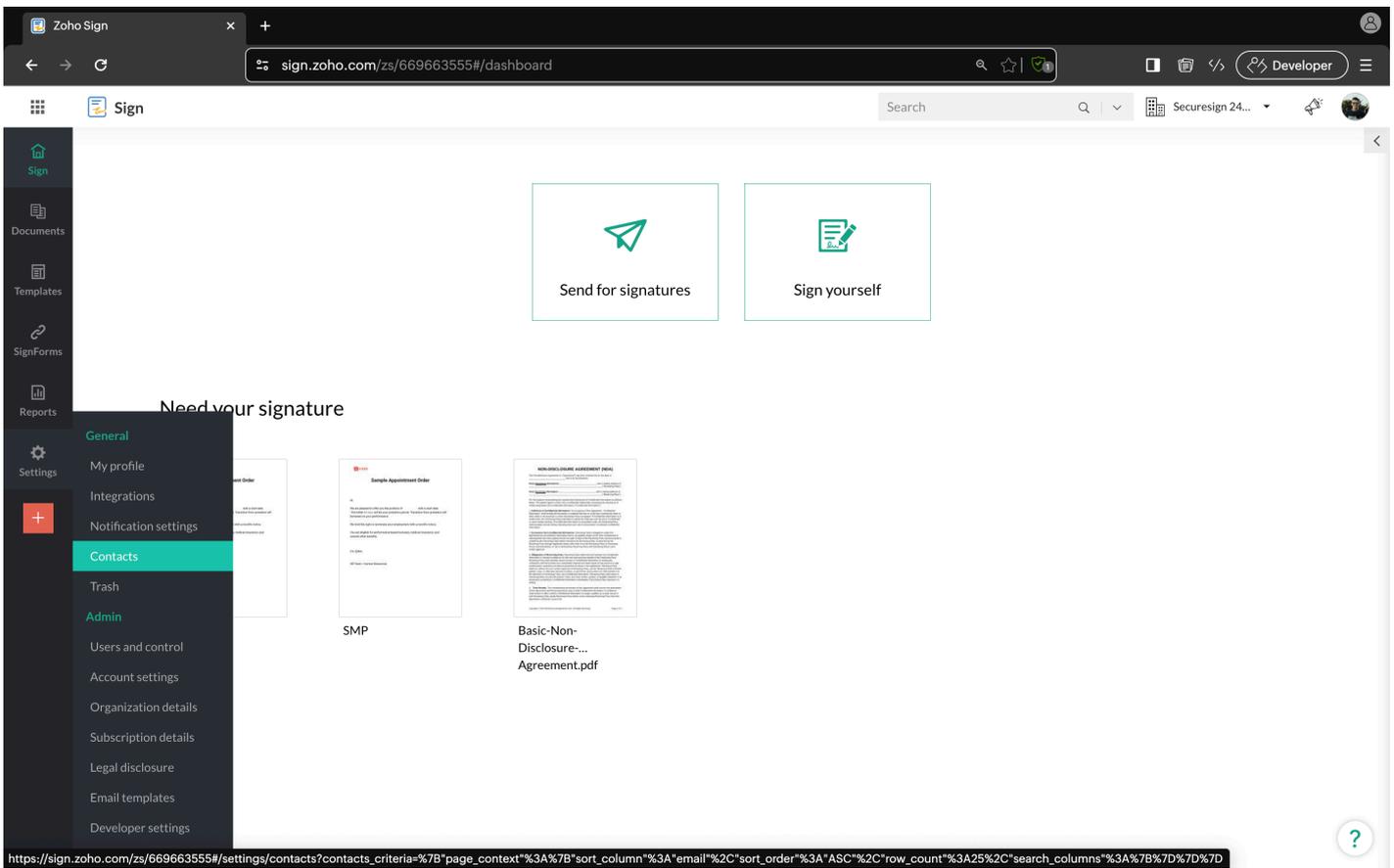
This section covers:

- Adding contacts
- Editing contacts
- Deleting contacts

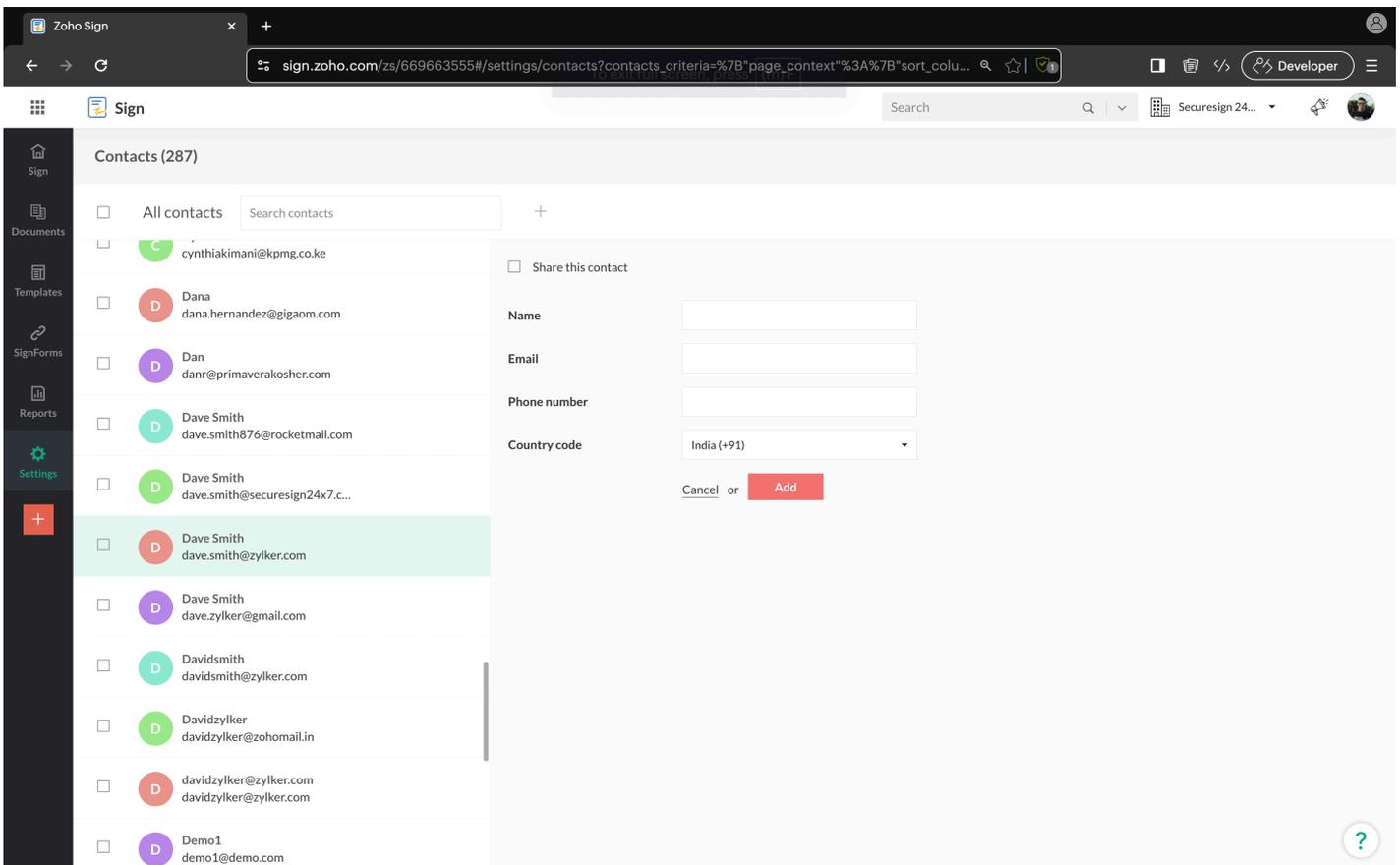


Adding Contacts

1. Go to **Settings** in the left navigation panel on your Zoho Sign dashboard.
2. Select **Contacts** under General from the dropdown menu.

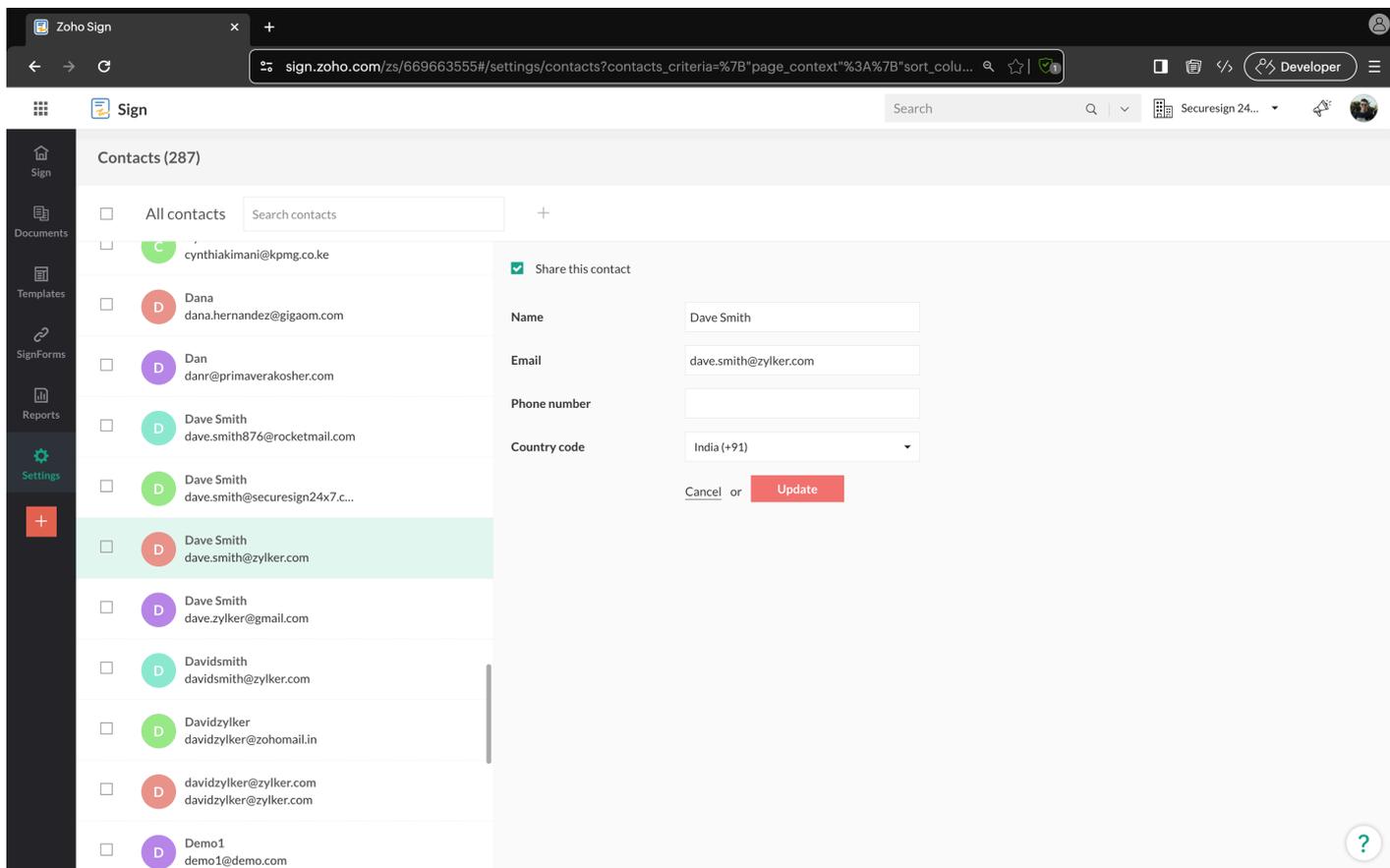


3. Click the Plus icon  next to the Search contacts field to enter the contact details and click **Add**.



Editing Contacts

1. Go to **Settings** in the left navigation panel on your Zoho Sign dashboard.
2. Select **Contacts** under General from the dropdown menu.
3. Click the Edit icon  at the right side of your contact preview page to edit the details.
4. After editing the necessary fields, click **Update**.

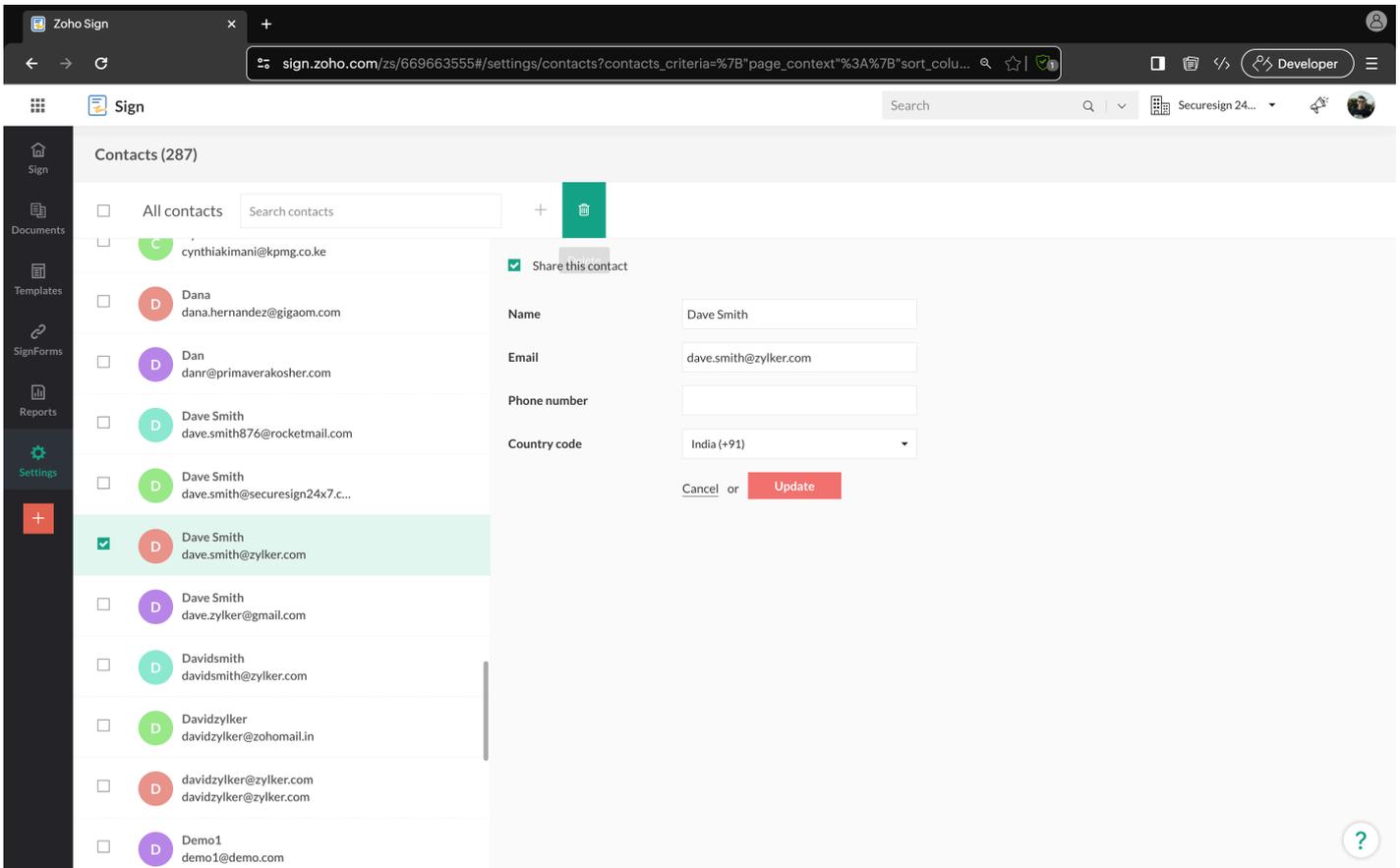


Enabling the **Share this contact** option allows you to share the contact with other users in the organisation and other users will be able to view the contact in their contacts screen as well.

Share this contact

Deleting Contacts

1. Go to **Settings** in the left navigation panel on your Zoho Sign dashboard.
2. Select **Contacts** under the General from the dropdown menu.
3. Select the checkboxes for the contacts to be deleted and click the **Delete** icon next to the search contacts field at the top of your screen.



4. Click **Yes** to confirm and delete the selected contacts.

