

# How to create/edit group contacts via the business portal

Requires admin access to the business portal

If group contacts are not showing up, make sure Group contacts are enabled under Features > Phone Services

## What are Group Contacts?

Group contacts are contacts that multiple users on the system have access to. They will show up in the phone Directory on the handset, and their name will display on the Caller ID when you receive an incoming call from them.

## Adding a contact

1. Log into the business portal using your admin account ([portal.globe2.net](https://portal.globe2.net))
2. Navigate to Site (at the top) > Features (on the left) > And search for Group Contacts
3. Click the Add Contact button
4. Enter the Name and Phone number and click save

## Importing Contacts

You can also Import Contacts by Clicking the "Import Contacts" button. You will need to update a CSV file here with the correct format (see screenshot below)

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# Import Contacts

[Download csv template](#)

Download and populate the csv template, or upload your own csv with the required contacts, and upload it below.

Drag and drop file here or

Choose file

Only one csv file can be uploaded.

Max file size is 5MB.

File must be a csv, with the data in the format:

Name, Number

A Contact, 01234567890

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