

How to access the BS Phonebook



By default Burgess Salmon contacts are not stored directly within the iPhone address book, however the full phonebook is available from a network location.

This guidance not outlines the steps required to access the Burgess Salmon phonebook from your iPhone, and copy contacts into the phones address book for future reference.

1 USING THE BS ADDRESS BOOK

To search for contacts from the BS address book, first tap the **Phone** icon and open up your **Contacts** list.

Next, tap the **Groups** option at the top of the screen and then select **BS Exchange Config Global Address Book**.

to see screenshots please see intranet version of this document

The screen will initially show that there are no contacts. To search, type the person's first name or surname into the search bar at the top of the screen. A list of related results will then appear.

Note: The search option will only work if the steps shown above have been carried out.

Selecting a name from the list will then allow you to call or email that person, or to add their details to your Contacts list. To add a BS contact to your Contacts list, tap on the relevant person's name to view their details and scroll down to select the **Create New Contact** option.

2 HELP AND SUPPORT

For further help and support, please contact the Learning Technology team.

**Last reviewed
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