

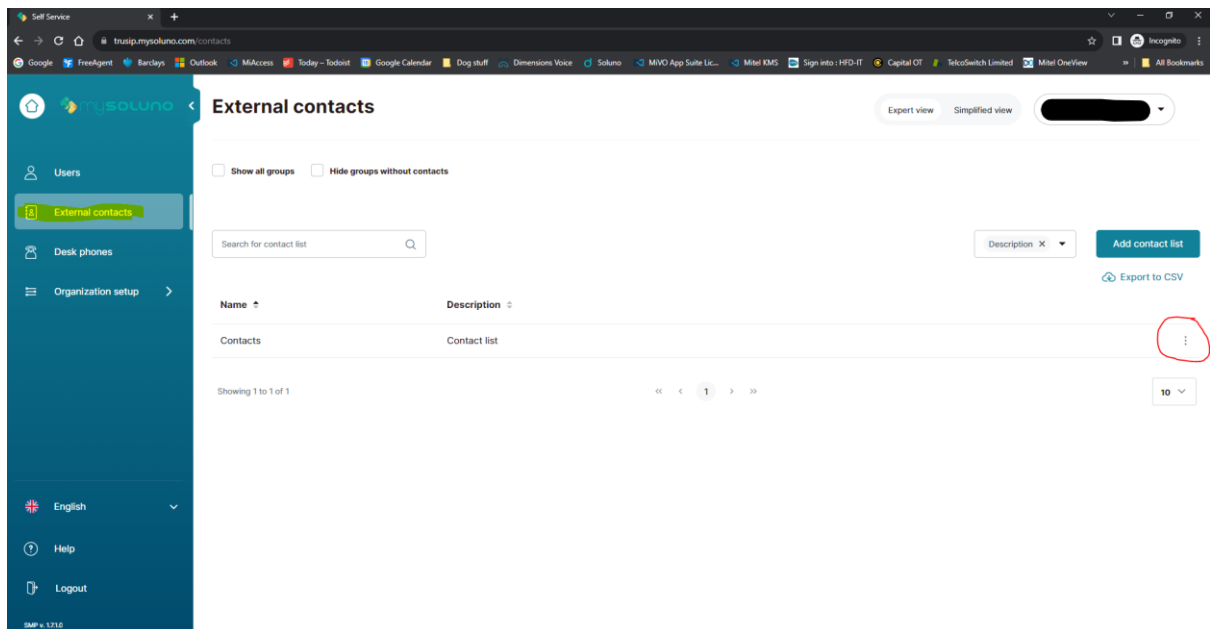
Dstny – Adding Entries to the Directory

1. Log in to the Portal using an internet browser

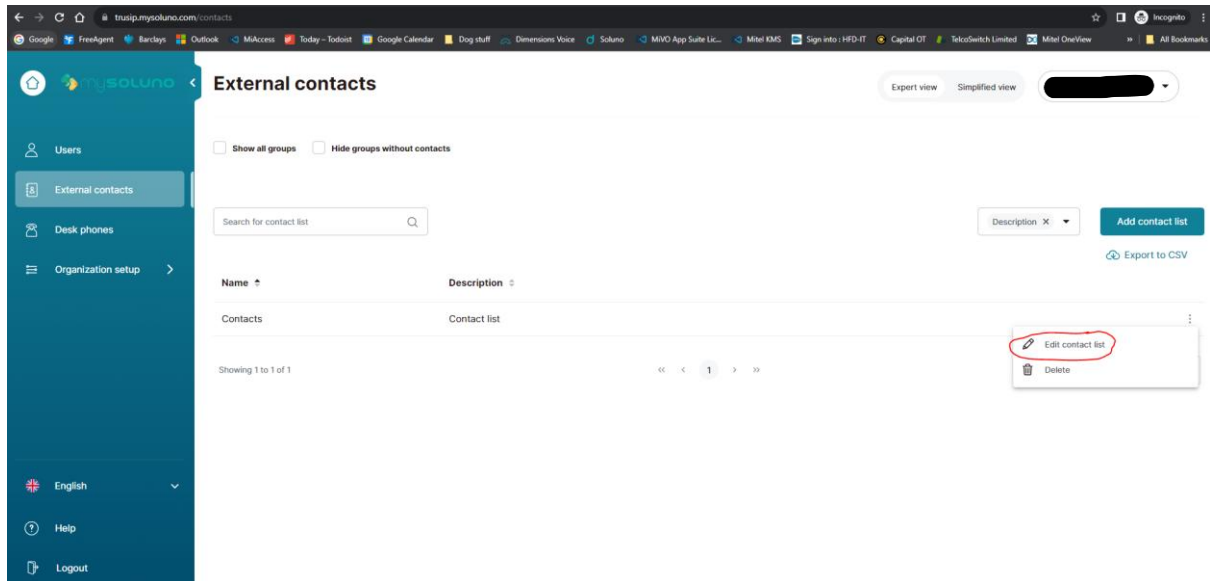
admin.hosteduk.net

Login will usually be your email address, please contact us if you don't know your password.

2. Click on External Contacts on the left hand menu (see Yellow highlight below)
3. Click on the 3 dots on the right hand side of the Contact List (circled in red below).

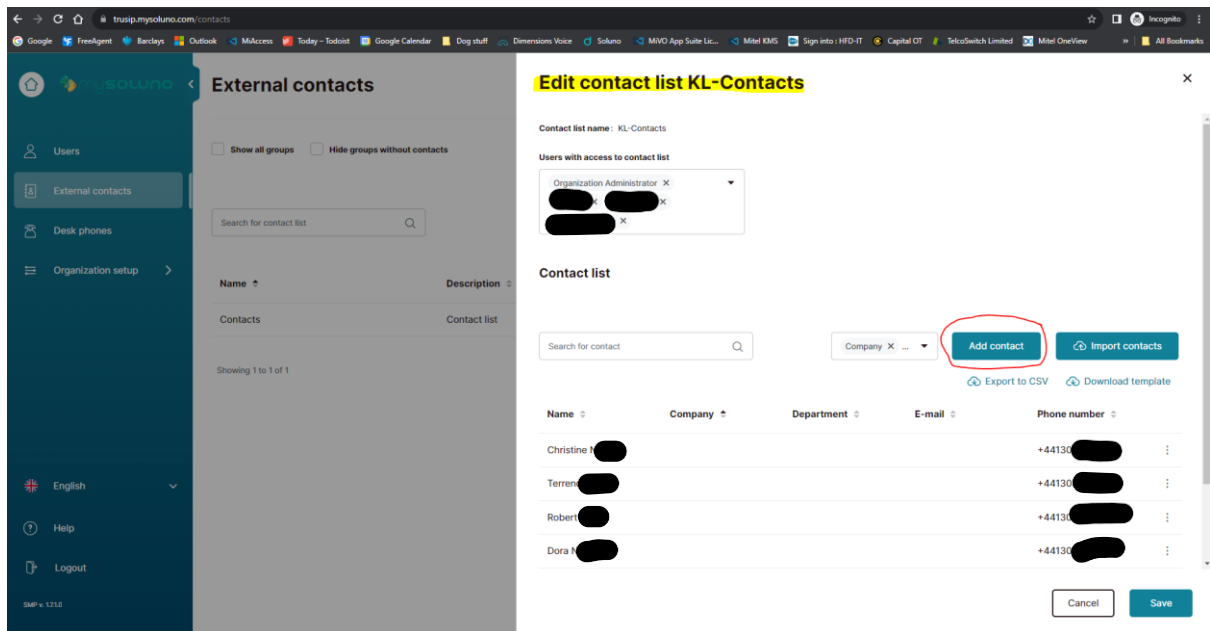


4. Click on Edit Contact List (circled in red below)

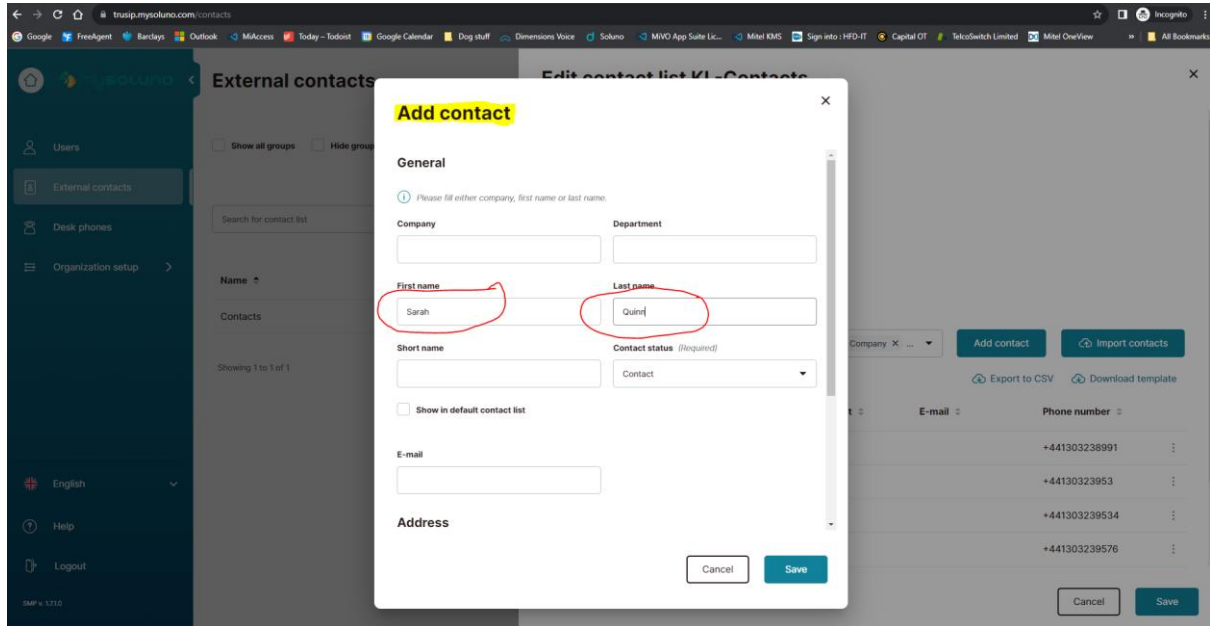


5. Make sure the window that appears has 'Edit contact list KL-Contacts' at the top (highlighted in yellow below)

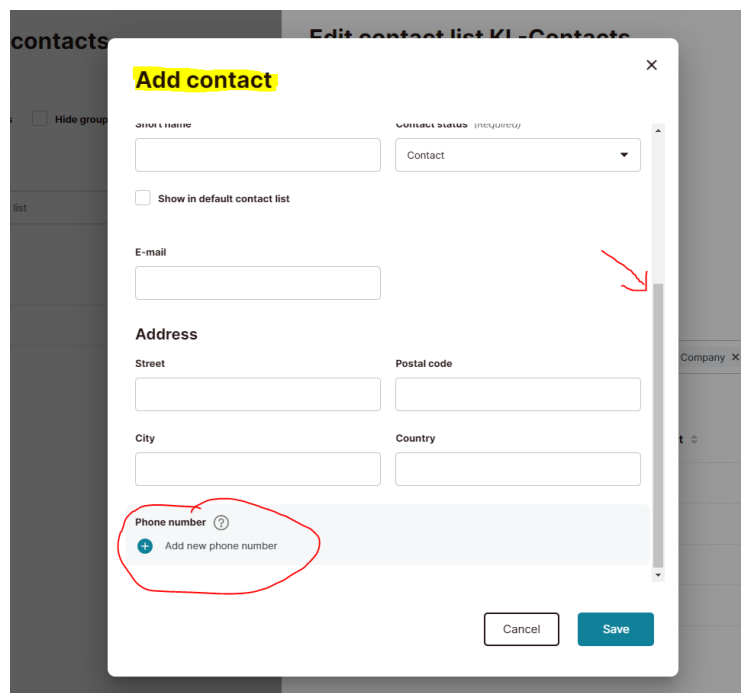
6. Click on Add Contact (circled in red below)



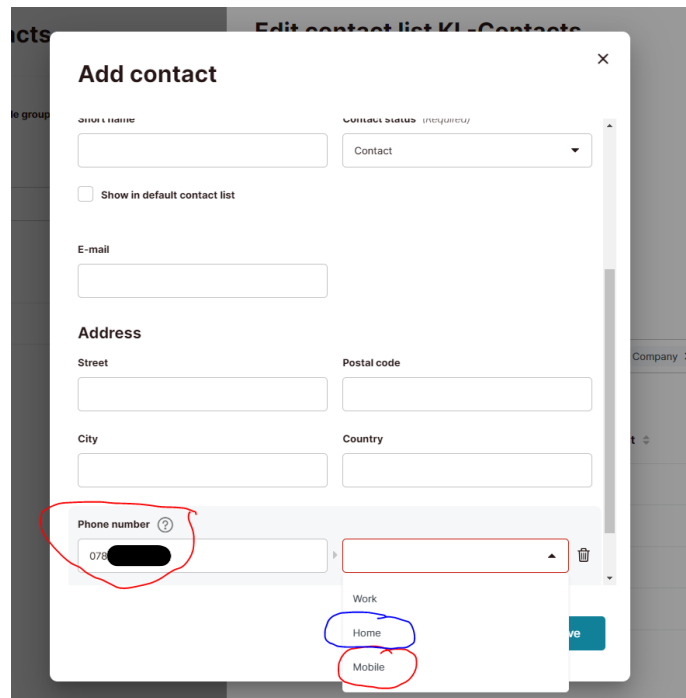
7. In the window that pops up make sure it says Add Contact (highlighted in yellow). Enter the first name and last name of the new contact.



8. Use the bar on the right hand side to scroll down to the bottom of the window and click on Add new phone number (circled in red)



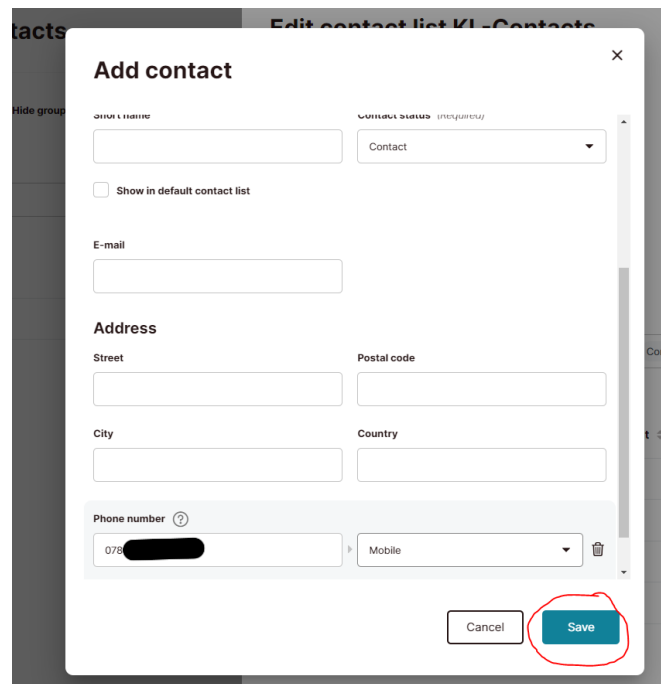
9. Type in the contacts telephone number in the Phone Number box. Click on the drop down arrow on the next box and select whether the phone number is the Mobile, Home or Work number.



The screenshot shows the 'Add contact' form with the following fields and options:

- Contact name:** Text input field.
- Contact status:** Dropdown menu with 'Contact' selected.
- Show in default contact list:** Checkbox (unchecked).
- E-mail:** Text input field.
- Address:**
 - Street:** Text input field.
 - Postal code:** Text input field.
 - City:** Text input field.
 - Country:** Text input field.
- Phone number:** Text input field with a red circle around it, containing '078' followed by a blacked-out number.
- Phone number type:** Dropdown menu with 'Work', 'Home', and 'Mobile' options. 'Home' is circled in blue, and 'Mobile' is circled in red.

10. Click on the green Save button (circled in red below)

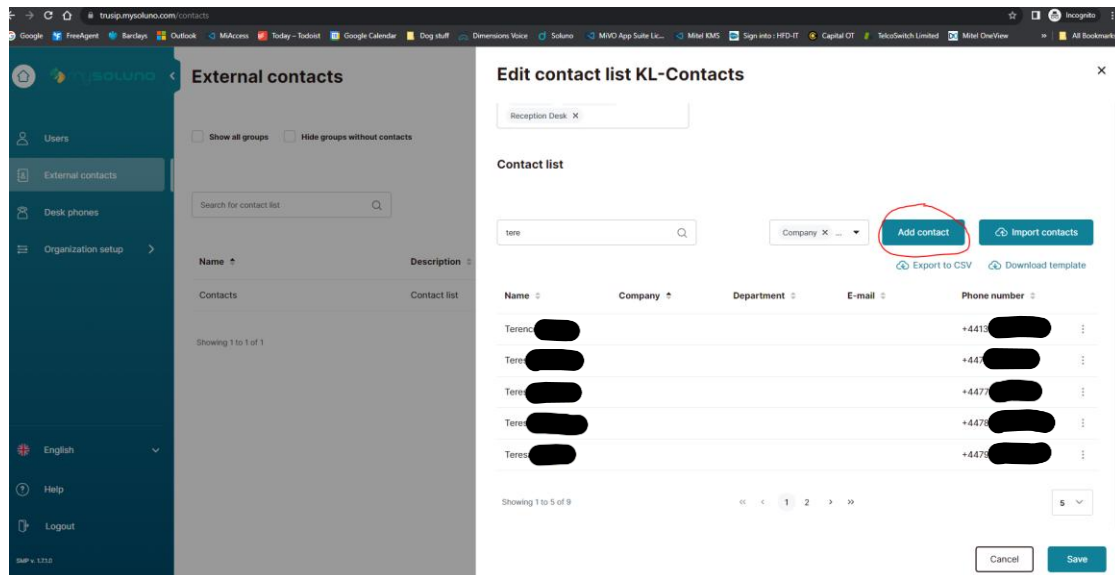


The screenshot shows the 'Add contact' form with the following fields and options:

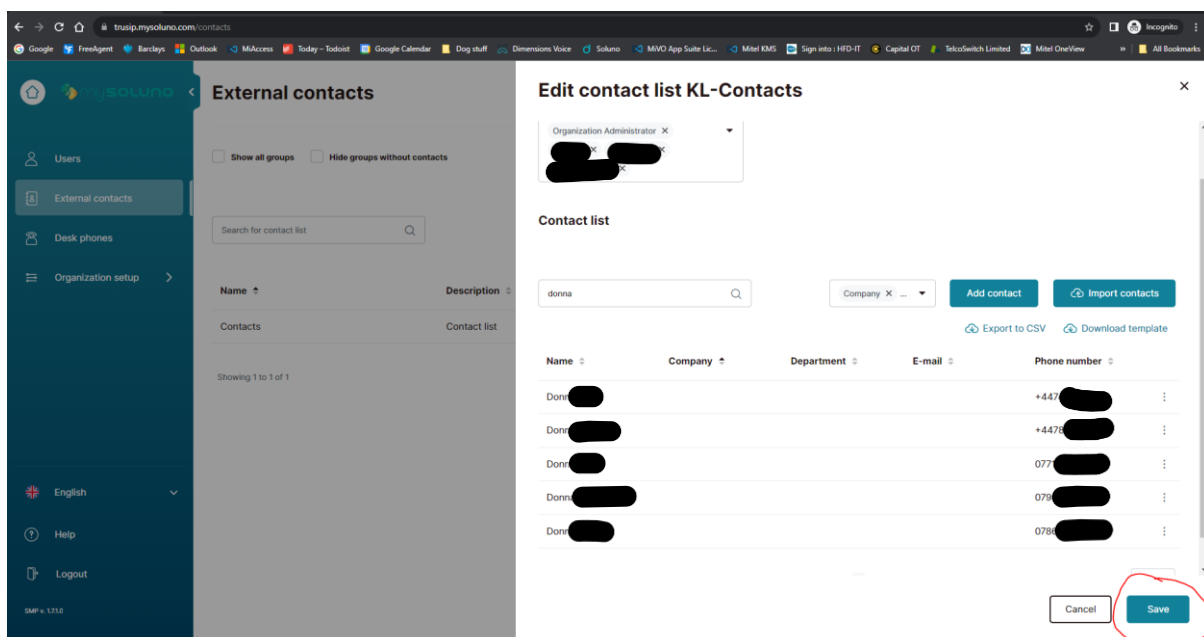
- Contact name:** Text input field.
- Contact status:** Dropdown menu with 'Contact' selected.
- Show in default contact list:** Checkbox (unchecked).
- E-mail:** Text input field.
- Address:**
 - Street:** Text input field.
 - Postal code:** Text input field.
 - City:** Text input field.
 - Country:** Text input field.
- Phone number:** Text input field with a red circle around it, containing '078' followed by a blacked-out number.
- Phone number type:** Dropdown menu with 'Mobile' selected.
- Buttons:** 'Cancel' and 'Save' buttons. The 'Save' button is circled in red.

11. If you have another contact to add click on Add Contact again (circled in red below) making sure Edit Contact list KL-Contacts is still showing.

Repeat steps 7-10 to add any more contacts



12. Once you have added all the contacts you wish to, click on Save in the bottom right corner of the Edit contact List KL-Contact window (circled in red below)



13. If the contacts have saved OK, you will see a pop up in the top right hand corner confirming the save was successful. The browser can then be closed.

