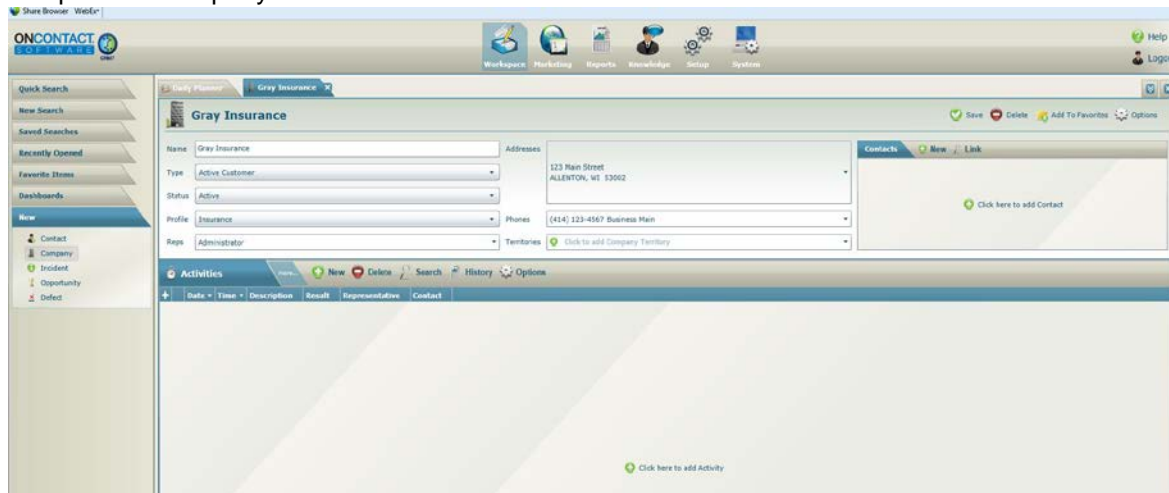
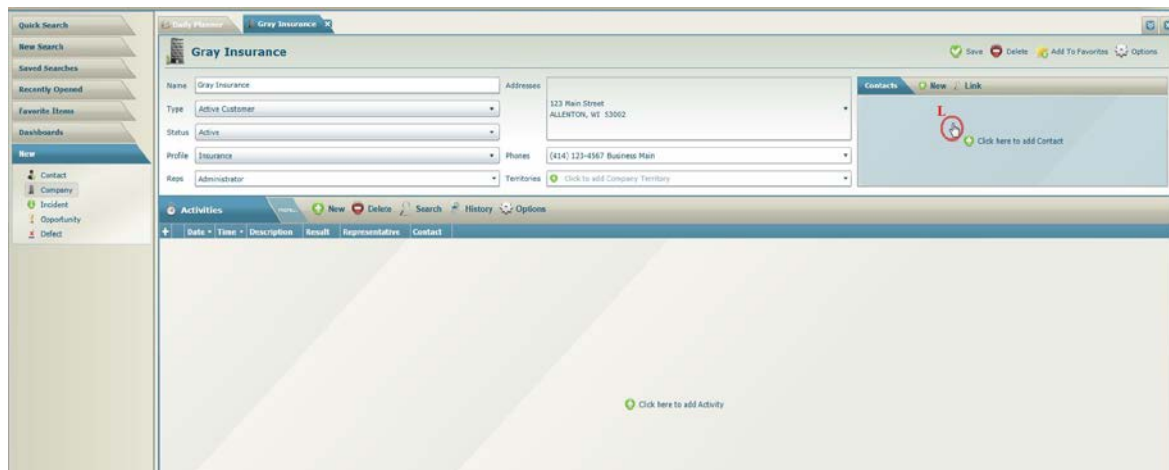


## Add a New Contact to a Company

1. Open the Company Record.



2. Left Click to add a New Contact.



## Add a New Contact to a Company

3. Enter all the data you know about the Contact.

4. It's recommended that you check for Duplicates before you save the record.

5. Left Click OK.

6. Click Save.

## Add a New Contact to a Company

7. Your record is saved. You can now add Activities, link this contact to Social Media, and more.

