



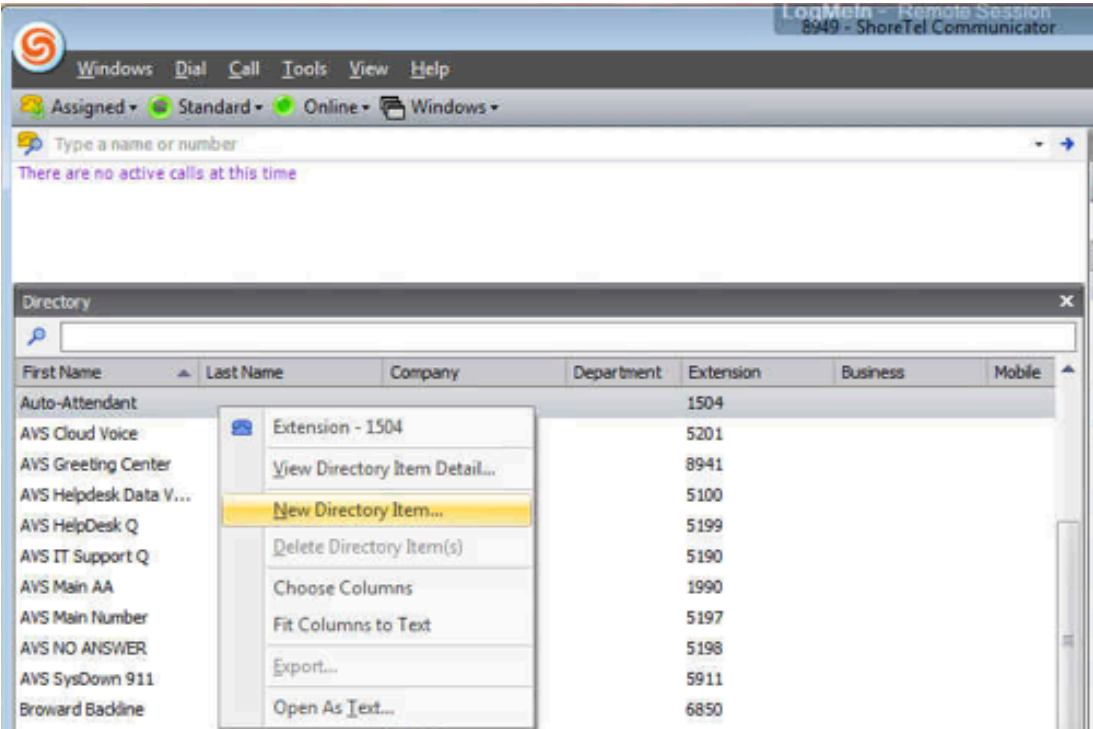
# ShoreTel Communicator for Windows: Personalize Your Directory

This ShoreTel Communicator app is great. I absolutely love the functionality of it. I only have one complaint, I learned how to program my speed dials last week but I really need to learn how to add contacts to my Communicator Directory!

 **Note:** ShoreTel Communicator is necessary for this tip

You can add your own personal directory item in your ShoreTel Communicator and it will be accessible through your directory button on your ShoreTel phone. This personal directory item will not show up in anybody else's directory button. Just add the personal directory item to your ShoreTel Communicator by right clicking in the directory tab, and selecting "New Directory Item." Fill in the contact details, click "OK" and now when you press the Directory button on your ShoreTel phone, you will be able to view and dial any of the personal contacts you added to your Communicator.

From the Directory tab, right click and select, "New Directory Item".



Fill in the contact details and click, "OK".

Directory Item Details

Name	
First Name	
Last Name	
Full Name	

Company	
Name	
Department	

Phone Numbers	
Business	
Mobile	
Pager	
Home	
Fax	

Email	

IM	

OK Cancel

That's all there is to it! You can now view your personal directory item(s) on your ShoreTel phone by pressing the Directory button.

Thank you for reading your ShoreTel Tip! Have a Great Week!