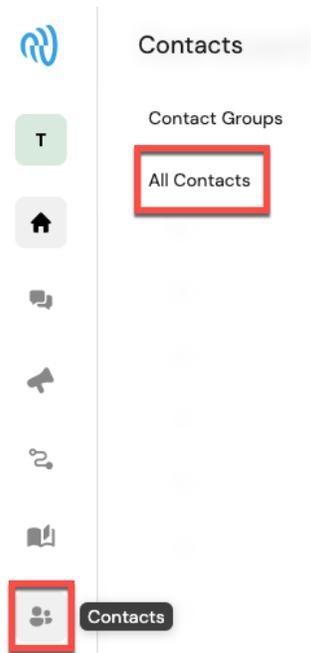


Introduction

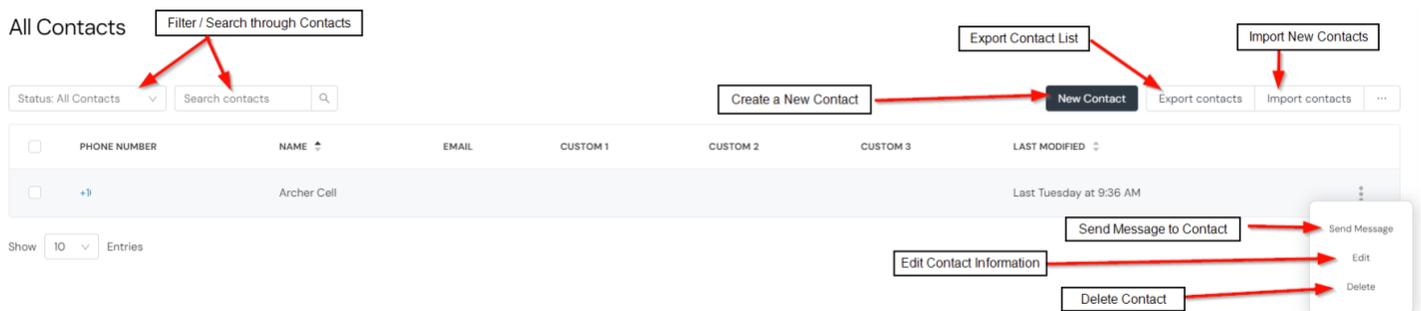
Contacts need to be added to the MessageMedia portal to send SMS messages. This guide provides the steps to add contacts to the portal so they can be added to a campaign.

How to Add Contacts to MessageMedia

1. Login to your MessageMedia account.
2. Hover over the “**Contacts**” icon and click on the “**All Contacts**” option which will bring up a list of all contacts saved to the account.



From this option, you can edit, add, and delete contacts and send messages.



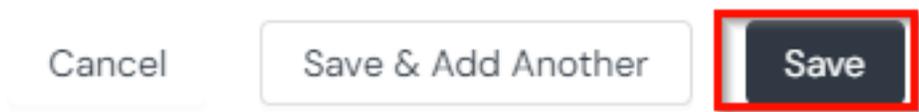
- To create a new contact, click **"New Contact."** Fill in the basic contact information. You can also add them to a contact group from this location.

New Contact

The screenshot shows the 'New Contact' form with several sections and fields. Red arrows point to the following elements:

- Contact Information:**
 - Basic Contact Information:** Points to the First Name, Last Name, Mobile Phone, and Date Of Birth fields.
 - Mobile Phone:** Points to the country code dropdown and the phone number input field.
 - Email:** Points to the email address input field.
 - Country:** Points to the country dropdown menu.
 - Location:** Points to the location input field.
 - Date Of Birth:** Points to the date of birth input field.
- Groups:** Points to the 'Add to a Contact Group' button and the 'None' dropdown menu.
- Additional Information:**
 - Label Contact as Subscribed or Unsubscribed from SMS:** Points to the 'Subscribed' radio button.
 - Additional Custom Fields / Notes:** Points to the Alias, Custom Field 1, Custom Field 2, and Custom Field 3 input fields.

- Click **"Save."** If you have more contacts to add, click **"Save & Add Another"** to save your changes and continue to add another contact screen.



Your new contacts can now be added to a campaign.