

Managing Contacts with Baya

Features Comparison Chart

Contacts Features	Baya V4	Baya V3	Baya V2
Global address book	Yes	Yes	Yes
Personal address book	Yes	Yes	Yes
Collected address	Yes. Separate address book	Yes. Separate address book	Yes within the personal address book
Import & Export address books	Yes	Yes	Yes
Dynamic searches or saved searches	Yes	Yes	No

Log in to Baya

1. Enter the URL for accessing Baya in your favorite browser. Refer the following table for details.
2. On the login page, enter **Username**.
3. In the **Password** field, enter your password. If you have forgotten your password, click on the **Forgot Password?** link to launch the forgot pass application.
4. In the field with the **Enter Captcha** label, enter the characters visible to the left.
5. Click on the **Login** button.
6. If your domain administrator has **enabled 2 factor authentication for your account** and
 1. this is the first time you are using your account, then follow the **enrollment process** for 2 factor authentication as given [here](https://docs.mithi.com/home/how-to-enroll-for-2fa-using-baya4) (<https://docs.mithi.com/home/how-to-enroll-for-2fa-using-baya4>).
 2. if enrollment is done, enter the 2FA code as given [here](https://docs.mithi.com/home/how-to-enroll-for-2fa-using-baya4#login-for-an-account-for-which-2-factor-authentication-is-enabled) (<https://docs.mithi.com/home/how-to-enroll-for-2fa-using-baya4#login-for-an-account-for-which-2-factor-authentication-is-enabled>)
7. On the application switch,
 - Click the **Contacts**, **Calendar**, or **Tasks** icon to launch the respective application in the separate tab.
 - Click the **Settings** icon to view and configure the settings of Baya.
 - Click the **Help** icon to launch the online help to configure your desktop or mobile.

	Baya V4	Baya V3	Baya V2
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Access URL	{domain}- web.mithiskyconnect.com	{domain}- web.mithiskyconnect.com	{domain}.mithiskyconnect.com
Username	Complete email id Example: john@baya.com	Complete email id Example: john@baya.com	User id Example: john
Password	Password associated with your account	Password associated with your account	Password associated with your account
Captcha	Available	Available	Available
Forgot Password?	Click to reset the forgotten password	Click to reset the forgotten password	Click to reset the forgotten password
2 Factor Authntication	Available	Not available	Not available

Resources for the Contacts application

Baya V4

Refer to the topic linked [here](https://docs.mithi.com/home/how-to-access-contacts-using-baya4) (https://docs.mithi.com/home/how-to-access-contacts-using-baya4).

Baya V3

Refer to the topic linked [here](https://docs.mithi.com/home/how-to-access-contacts-using-baya-v3-web-client) (https://docs.mithi.com/home/how-to-access-contacts-using-baya-v3-web-client).

Baya V2

Refer to the topic linked [here](https://docs.mithi.com/home/baya-v2) (https://docs.mithi.com/home/baya-v2).