

# Access Contacts with Baya4

## Access the Contacts application

Refer to the steps mentioned [here](https://docs.mithi.com/home/contacts-in-baya#log-in-to%C2%A0baya) (<https://docs.mithi.com/home/contacts-in-baya#log-in-to%C2%A0baya>) to log in to Baya 4 and navigate to the Contacts application.

## Directories and Groups

The leftmost pane displays a list of address directories and contact groups within each of the directories. Depending on your server configuration and installed plugins you might see multiple directories but there's at least one directory that contains your personal contacts.

Contact groups are handy to organize your contacts. They can also be selected when composing an email message and will enter all members as a recipient. Groups will also appear in the auto-completion list when you start typing in the recipient field. A contact can be assigned to multiple groups.

Click a directory or a group in the list to show the contained contacts in the list on the right. The currently selected directory or group is highlighted in the list.

## Create a Contact Group

In order to create a new contact group, first, select the directory you want the group to be created in. Then on the top of the Group list, use the options menu (depicted by three vertical dots) to select the option to **Add group**. This will pop-up a window to get an input field for the group name. Enter a unique name for the new group and press the <Enter> to create it.

The creation action can be aborted by pressing the <Esc> key while entering the group name.

## Assigning Contacts to Groups

Contacts can be assigned to groups by dragging & dropping them with the mouse. Select one or multiple contacts in the list and drop them onto the desired group. It's simple as that.

Or you can

1. Select one or multiple contacts from the list,
2. Click the **More** action menu in the toolbar located at the top of the Contact Details area
3. Choose the **Assign to Group** option
4. Select the **Group** from the list to add contacts

## Remove Contacts from a Group

1. Select the group in the list on the left
2. Select one or multiple contacts to be removed from that group
3. Click the **More** action menu in the toolbar located at the top of the Contact Details area
4. Choose the **Remove from Group** option to delete contacts from the group

## Move Contacts from a Group

1. Select the group in the list on the left
2. Select one or multiple contacts to be removed from that group
3. Click the **More** action menu in the toolbar located at the top of the *Contact Details* area.
4. Choose the **Move from Group** option and select a group from the list to move contacts to the group.

## Copy Contacts to a Group

1. Select the group in the list on the left
2. Select one or multiple contacts to be removed from that group
3. Click the **More** action menu in the toolbar located at the top of the *Contact Details* area.
4. Choose the **Copy to Group** option and select a group to copy contacts to the group.

## More actions

On top of the groups' list, clicking the three vertical dots shows a menu with actions related to the selected directory or group.

- **Rename Group:** Only enabled when a contact group is selected in the list above, this will let you enter a new name for the group.
- **Delete group:** Deletes the group selected in the list above. Note that the contacts assigned to that group will NOT be deleted.
- **Save search:** If you executed an address book search before, this option will let you save it as a filter for future use.
- **Delete search:** Only available when a saved search is selected in the list above, this will delete that search filter.

## Contacts List

The contacts of the selected address directory or group are presented in this list with their names. The total number of contacts in the particular directory or group is stated right below the list as well as the set that is currently displayed. Use the arrow buttons in the list header to navigate through the pages.

**Note:** You can change the way and order the contacts are listed here in the Address Book section of the user preferences.

## Contact List Actions

At the top of the contact details area shows action buttons to operate on the list or the current selection of contacts relatively:

- **Create a new contact (+):** Opens the form to add a new contact to the selected directory
- **Delete selected contacts:** Deletes the contacts selected in the list above permanently
- **Search Contacts:** Opens a window where you can provide criteria to search a contact from the list

- **Import Contacts:** Opens a window where you can choose a contact file to be imported into the list
- **Export Contacts:** Provides options to export selected or all the contacts in VCF format
- **Copying Contacts:** Contacts can be copied from one directory to another in a similar way as assigning them to groups.
- **Moving Contacts:** Contacts can be moved from one directory to another

## Contact Details

The complete contact details are displayed in the right pane of the address book screen. Select a single contact in the list to see the details here. Contact properties are structured with tabs and boxes grouping similar properties like phone numbers, postal, or email addresses.

## Creating and Editing Contacts

Select a contact from the contacts list and then press the **Edit contact** button in the contact details pane in the right.

Upload to assign a picture to the contact, provide the **First name**, **Last name** of the contact, and update the Contact Details given in the tabs and boxes.

When done with editing, save your changes by clicking the **Save** button below the form. Abort editing and discard your changes with the **Cancel** button.

## Add more contact properties

To add another property field, select one from the **Add field...** drop-down menu located below the form. The similar drop-down below the name fields in the header lets you add more name-related fields.

**Note:** Depending on what directory the contact belongs to, the list of properties you can add to contact can differ.

## Upload a Contact Photo

Contacts have a picture assigned which is also displayed in the email task of the application if the sender of the message is saved with a picture in one of your address books.

To add or replace a contact picture, click the **Add** (or **Replace** if the contact already has a picture) button right below the picture placeholder in the edit form. Then select an image on your computer using the file picker dialog that appears. Once selected, the picture will be uploaded and shown immediately as a preview. Note that the new picture will be stored with the contact only after you saved the contact.

In order to remove the currently assigned picture from a contact, use the **Delete** button right below the picture and save the contact to apply the changes.

## Create a New Contact

A new contact can be added to the currently selected address directly by clicking the **Create new contact button (+)** in the toolbar at the top of the Contacts Details area. The form to add names and properties is the same as for editing. Finally, create the new contact by clicking the **Save** button below the form.

## Searching Contacts

For searching contacts enter the name or email address into the search box above the contacts list in the middle pane and press <Enter> on your keyboard to start the search. Search results will be displayed in the contact list in the middle. The number of contacts matching your query is displayed in the footer area of the contact list and in case the results span multiple pages, use the arrow button in the list header to browse through them.

Reset the search by clicking the X icon on the right border of the search box.

Searching covers all directories and the results are mixed together from all sources. Which directory a particular contact belongs to is displayed at the top of the contact properties box, right above the contact's picture and name.

## Choose what properties to search

Open the search options menu by clicking the down arrow icon on the right side within the search box. You can select which properties of contact should be searched for the entered term. Check **All fields** to search them all.

## Advanced Search Form

While the simple search box in the toolbar area just searches for the entered words across all contact properties, the advanced search function allows a more specific query on the address book.

Clicking the **Search** icon in the toolbar located at the top of the contacts details area opens a pop-up window showing search criteria. Here you can enter search parameters for the individual contact fields. For example, you can search for all contacts named Paul (First Name) who are living in New York (Address).

Start the search by pressing the **Search** button below the form. The contact list in the middle will show all contacts matching **all** the criteria entered. If none is listed, the **Status Display** will display an according to message.

## Saved Searches

When having access to huge address directories, searching is probably the preferred way to navigate through them. Besides organizing contacts in groups, you can also create filters aka saved searches. Such a filter remembers the parameters used when searching for contacts and executes that search again when recalled.

### Create a Saved Search

1. Search the address book either by using the simple search box or the advanced search function.
2. Select **Save search** from the options menu of the Groups list on the left.
3. Give that saved search a name and press <Enter> on your keyboard to save it. This will add an item to the Groups list on the left.
4. Click it to execute the search again and to see the results in the contact list.

### Delete a Saved Search

1. Select a saved search query in the leftmost pane.
2. Open the options menu in the list footer and then click **Delete search** to remove it. This won't delete any

contacts but only the saved filter.

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## Import/Export

### Importing Contacts

Contacts can be imported into the address books from vCard and CSV files.

1. Click the **Import** button from the top toolbar in the address book view to open the import wizard.
2. Then select the file to import from your computer's hard drive. Make sure it's either .vcf or .csv file.
3. Select which address book the contacts should be imported to. The checkbox lets you delete all contacts from the selected address book before importing. Be careful with this, the deletion cannot be undone!
4. Click the **Import** button to start the importing process.

The next screen will display the results of the import process. Click **Done** to get back to the address book view and see the imported contacts.

### Exporting Contacts

Contacts from address books are exported in the vCard format only.

1. Select the address book or group you want to export.
2. Click the **Export** button in the top toolbar.
3. Choose where to save the exported .vcf file if prompted, otherwise check the Downloads folder on your computer.

The **Export** toolbar button offers the following two options:

- **Export all:** That's the default action of the button and will pack all contacts currently listed into the vcard file.
  - **Export selected:** There are one or more contacts selected in the list (do this by holding down the Shift or Ctrl keys of your keyboard while clicking individual contacts), this option will generate a .vcf file with only the selected contacts.
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