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Adding Contacts & Distribution Lists to the Global Address Book from the Options tab [GPv3]

Lu Parente - 2015-10-16 - in [How-To](#)

The **Global Address Book** allows Administrators and Monitors to configure a few different configuration aspects of the GeoPro web app. The primary purpose of the Global Address Book is to create **Contacts** and **Distribution Lists** which are used to configure **Global Event Notifications**. Global Event Notifications are notifications which are sent to contacts or distribution lists when specific events have triggered. The Global Address Book is also used to update your **Escalation Contacts**. Your Escalation Contacts were configured at the time of registration and these contacts will be used by default for your **Emergency**, **Missed Check-In** and **Man-Down** event notifications. Last, the Global Address Book is used to **sync** specific contacts and distribution lists to all devices on your account without having to manually create them for each device.

For example, if your devices all require the same address book, use the Global Address Book to configure the Address Book on behalf of all devices. If your devices require a unique address, you would need to configure each of the device's address books accordingly.

Note: The Iridium Extreme does not support synchronization of Contacts. Only Distribution Lists can be synchronized to the Iridium Extreme. This is a limitation of the Iridium Extreme firmware.

This article explains how to add a contact and distribution list to the Global Address Book.

1. To add a Contact or Distribution List to the Global Address Book, navigate to the **Options** tab and select **Global Address Book**.

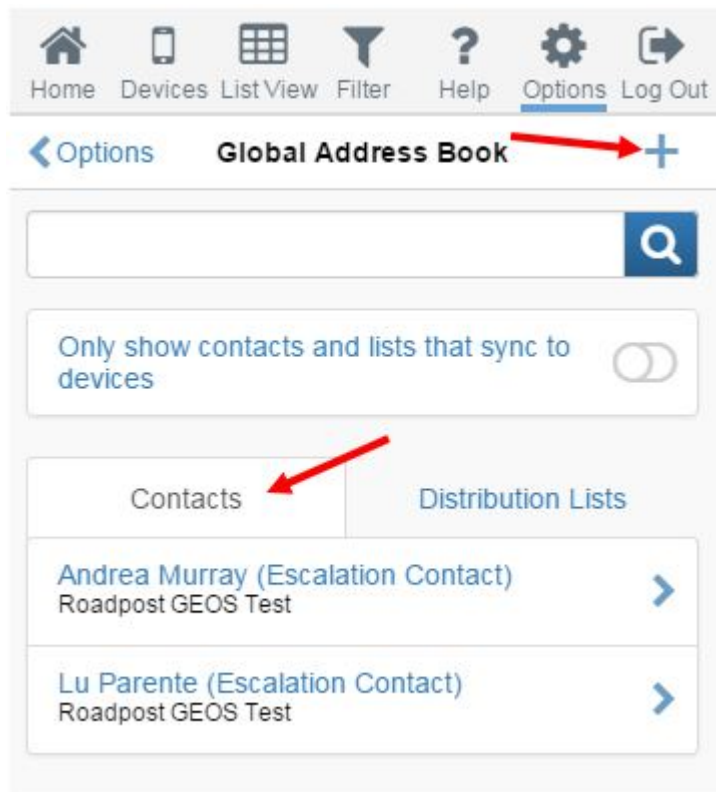
Options

- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request



2. The Global Address Book will be displayed. You now have the ability to **add**, **edit**, and **delete** both **Contacts** and **Distribution Lists**.


2a. To add a contact, select the **Contacts** tab followed by **+** in the top right corner.



You can now define the contact details for the contact you wish to add. You can add an Email Address, SMS or Device IMEI as the method of contact. You can also toggle the **Use as Escalation Contact** setting to make the contact an escalation contact or **Sync Contact to Devices** setting to have the contact sync to all devices. Press **OK** to save your changes.

Home Devices List View Filter Help Options Log Out

[← Global Address](#) **Add Global Contact**


Contact Name
John Smith 


Tenant
Roadpost GEOS Test ▼

Sync Contact to Devices

Use as Escalation Contact

Contact Details

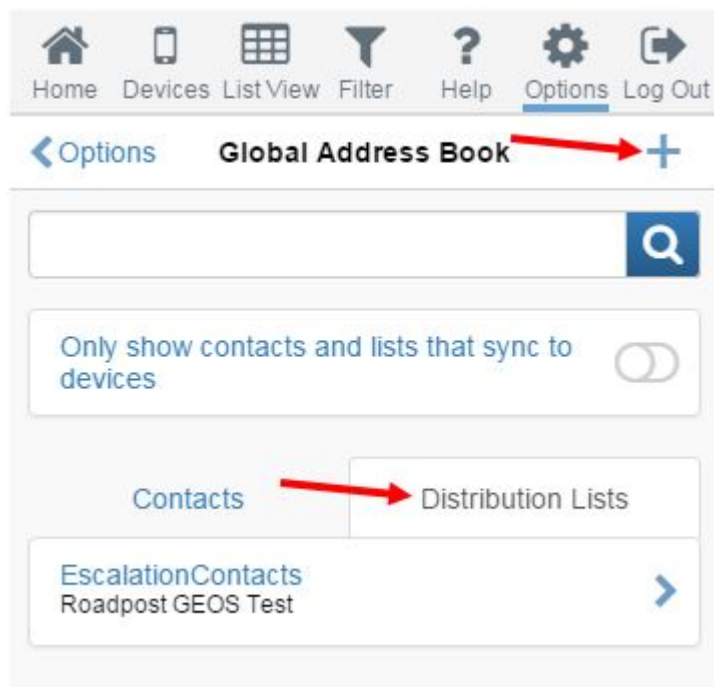
Email ▼ jsmith@gmail.com 

SMS ▼ +14162536008 

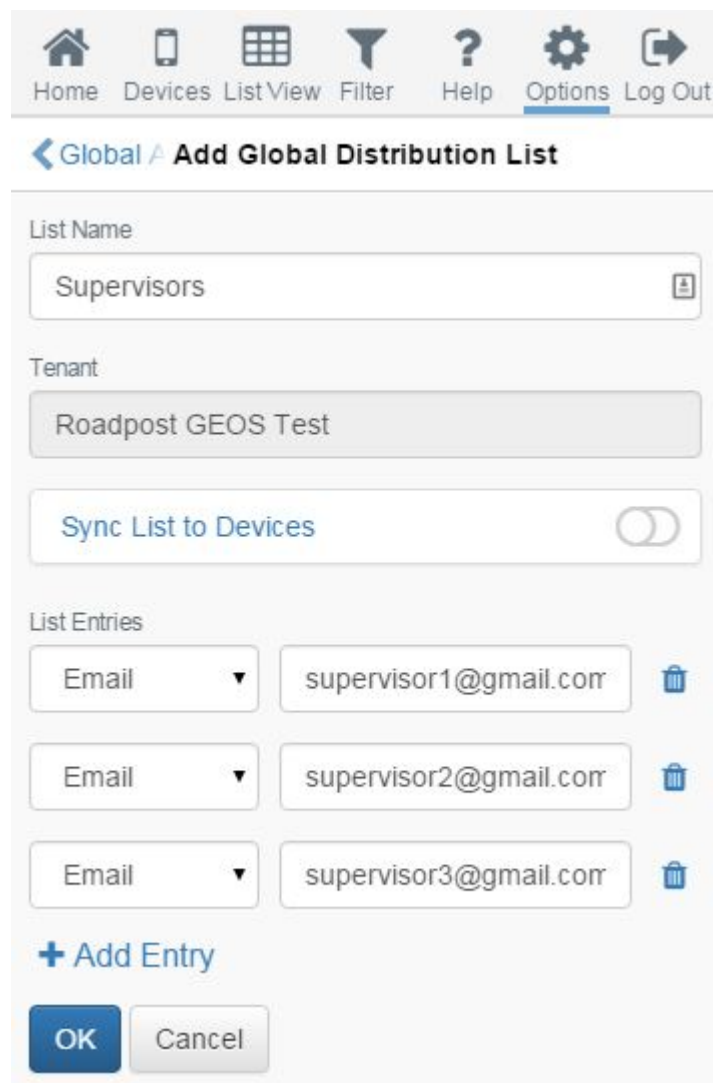
[+ Add Detail](#)

Note: If **Sync Contact to Devices** is selected, all devices will be required to synchronize in order for the contact to appear.

2b. To add a distribution list, select the **Distribution Lists** tab followed by + in the top right corner.



You can now define the contact details for the distribution list you wish to add. You can add Email Addresses, SMS Numbers or Device IMEIs as the methods of contact to your distribution list. You can also toggle the **Sync List to Devices** setting to have the distribution list sync to all devices. Press **OK** to save your changes.



Note: If **Sync List to Devices** is selected, all devices will be required to synchronize in order for the distribution list to appear.