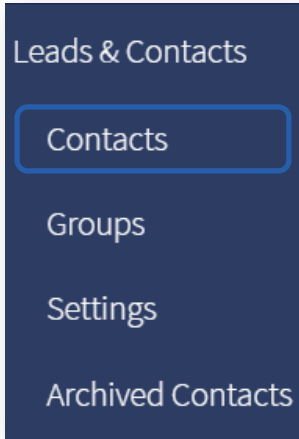


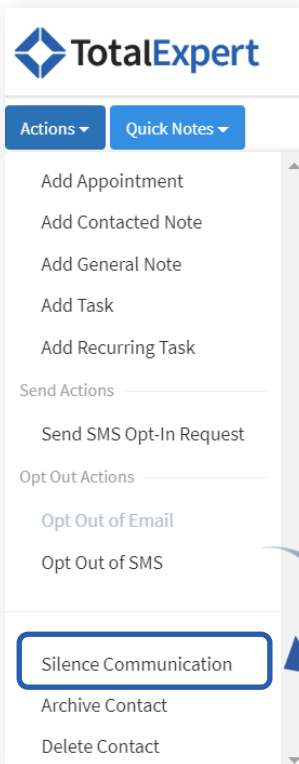
Getting Started



1. Login to Total Expert Now.
2. Access **Leads & Contacts** at the top left in the main menu.
3. Select **Contacts**.

Note: You can also search for specified contacts from the Dashboard or any other region/tab within the platform. The search field will be at the top of the canvas.

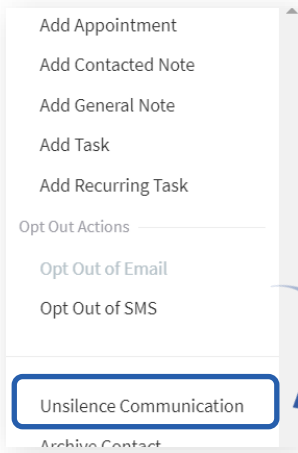
Silence Communications



1. Select the contact for which you would like to silence communications.
2. Select **Actions** above the **Contact Information** panel.
3. Select **Silence Communication**.

Note: You will receive a notification that the contact has been silenced at the top of the canvas. Silencing communications is a reversible action.

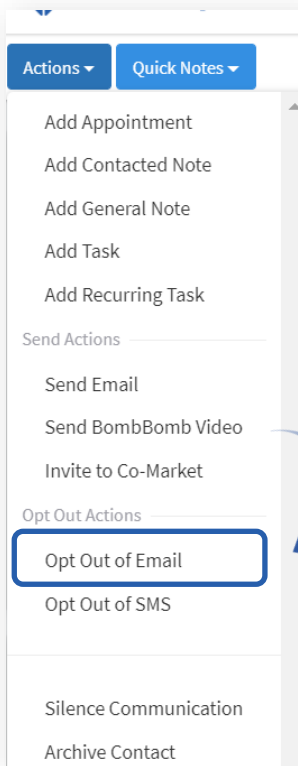
Unsilence Communications



1. Select the contact for which you would like to unsilence communications.
2. Select **Actions** above the **Contact Information** panel.
3. Select **Unsilence Communication**.

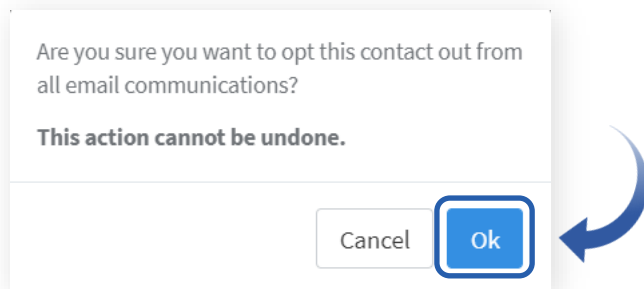
Note: You will receive a notification that the contact has been unsilenced at the top of the canvas. Unsilencing communications is a reversible action.

Opt Out of Email



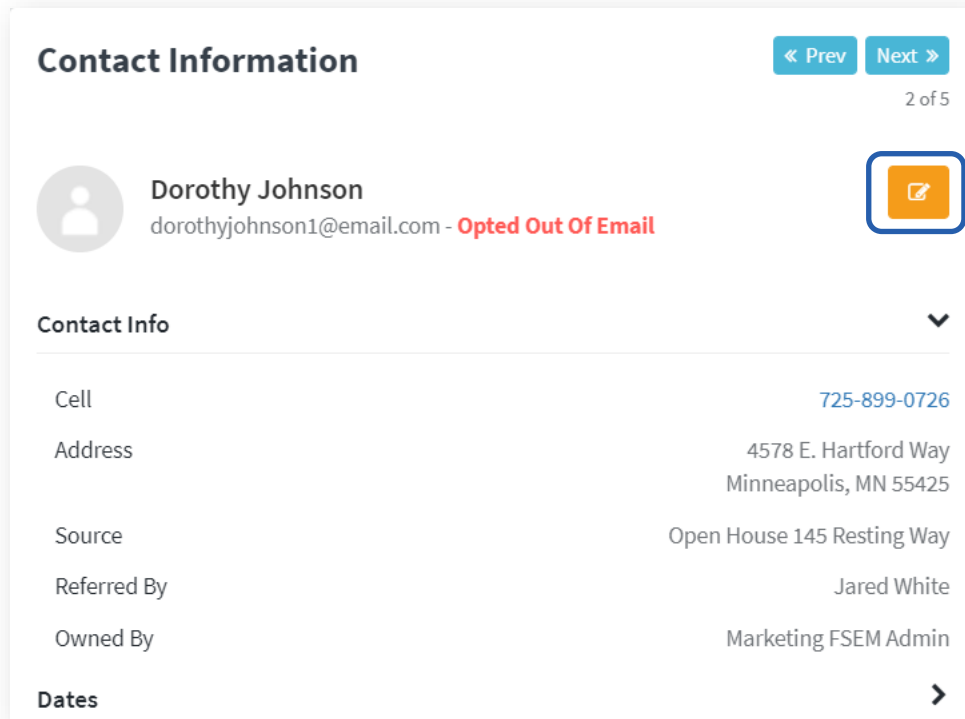
1. Select the contact for which you would like to opt out of email.
2. Select **Actions** above the **Contact Information** panel.
3. Select **Opt Out of Email**.

Note: You will receive a notification indicating that an opt out action cannot be undone. This is not a reversible action. Select **Ok** to confirm.




Updating Information

1. Select the contact for which you would like to update information.
2. Select the **Edit** icon.
3. Edit the contact information. Save when complete.



Contact Information << Prev Next >>
2 of 5

 **Dorothy Johnson**
dorothyjohnson1@email.com - **Opted Out Of Email**

Contact Info ▼

Cell	725-899-0726
Address	4578 E. Hartford Way Minneapolis, MN 55425
Source	Open House 145 Resting Way
Referred By	Jared White
Owned By	Marketing FSEM Admin

Dates ➤