

Managing phonebooks

How to Add or Edit a Contact in Your x-bees Phonebook

This guide shows you how to add a new contact, or update an existing one, in your Wildix x-bees phonebook. Once saved, the contact will be available in x-bees and on any phone you are logged into, including your desk phone.

Applies to: Wildix x-bees (desktop app and web app)

Step 1: Open x-bees

Open the **x-bees desktop app**, or go to <https://app.x-bees.com> in your web browser and sign in.

Step 2: Go to Your Phonebooks

1. Select **Contacts** from the menu.

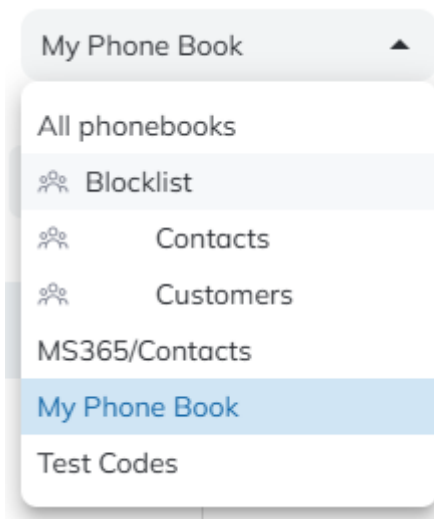


2. Select **Phonebook**.

Contacts

Colleagues Phonebook

3. At the top of the page, use the **drop-down menu** to choose which phonebook you want to work in.



Shared and personal address books

Phonebooks with an **icon** next to their name are **shared** phonebooks, visible to other people in your organisation.

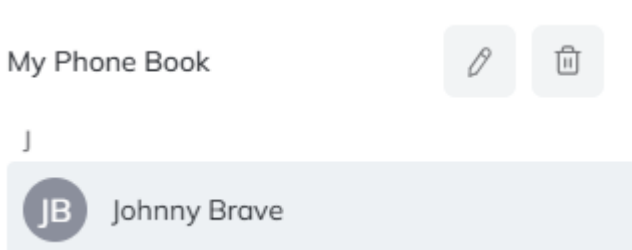
Phonebooks **without an icon** are your **personal** phonebooks. Only you can see these.

Step 3: Add or Edit a Contact

To add a new contact: select **New contact**.



To edit an existing contact: select the contact from the list, then select the **pencil icon**.



If you cannot add or edit a contact, you may not have permission to make changes to that shared phonebook. Please contact the Safetynet IT Service Desk and we will be happy to help.

Step 4: Enter the Contact's Details

Fill in the contact's name and phone number(s).

New contact



Name *
My new contact

Organization
Limited Corp

Picture

Phonebook *
My Phone Book

Name prefix

Extension

Work
1613335555

Number must be in international format, e.g.: +123123123123

Mobile
+7713335555

Home

Cancel

Add

Phone numbers **must** be entered in **international (E.164) format**. This means:

- Start with **+44** (the UK country code)
- Remove the leading **0** from the number
- Do **not** include any spaces, brackets or dashes

Number type	How you might normally write it	How to enter it in x-bees
-------------	---------------------------------	---------------------------

Landline	0161 555 6666	+441615556666
Mobile	07712 345678	+447712345678

Then hit **Add** to finish

Your contact will now appear in your x-bees contacts, and on any phone you are logged into, including your desk phone.

Need help?

If you have any questions or run into problems, please contact the Safetynet IT Service Desk and a member of the team will be happy to assist.

Revision #2

Created 8 October 2026 08:57:21 by Daniel

Updated 8 October 2026 09:15:59 by Daniel