

# What information can I find under Directories?

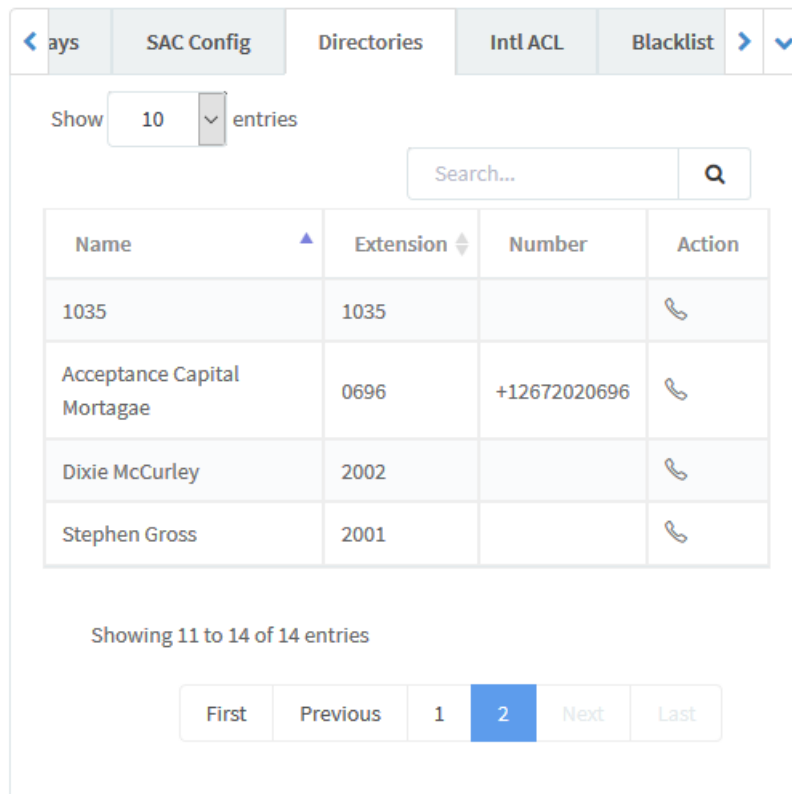
53 Fri, Feb 2, 2024 Account Administration

## Question

What information can I find under Directories?

## Answer

The Directories tab contains a list of names, their extension, full 10-digit number if applicable, and the ability to initiate a call through the portal when you click on the  button, your telephone(s) will ring. Once you pick-up, the selected extension is automatically dialed.



Name	Extension	Number	Action
1035	1035		<input type="checkbox"/>
Acceptance Capital Mortgage	0696	+12672020696	<input type="checkbox"/>
Dixie McCurley	2002		<input type="checkbox"/>
Stephen Gross	2001		<input type="checkbox"/>

### Name

Will either be the 4-digit extension or the name associated with the extension.

### Extension

The created extension within the group.

### Number

This field will be populated if a phone number in the system is pointed to an extension.

### Action

Using the  will dial the contact from the portal. Please configure your click to dial extension first before making these calls.

## Applies To

Partner  
Admin  
User

