Create and Manage Domain Shared Contacts with GAT+

Email Audit & Management · https://gatlabs.com/knowledge/tech-tips/create-and-manage-domain-shared-contacts-with-gat/

Domain Shared Contacts

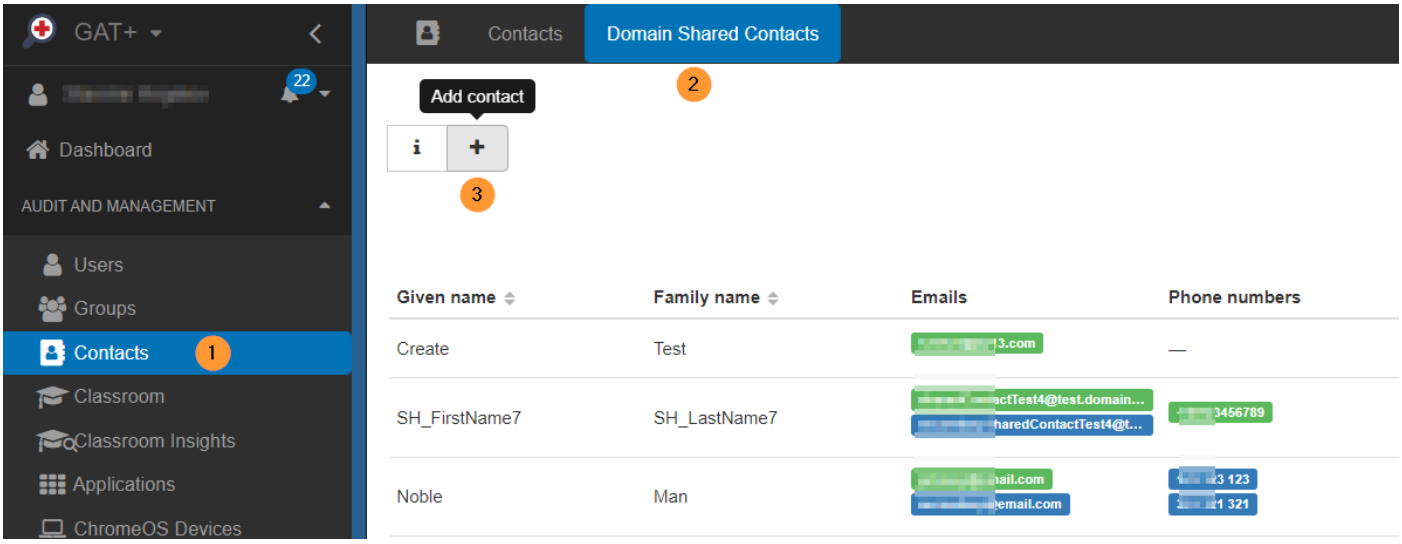
Managing domain-shared contacts has never been simpler.

GAT+ allows Google Workspace Domain Admins/Auditors to create and manage domain-shared contacts in the 'Contacts' audit.

Creating and managing domain-shared contacts

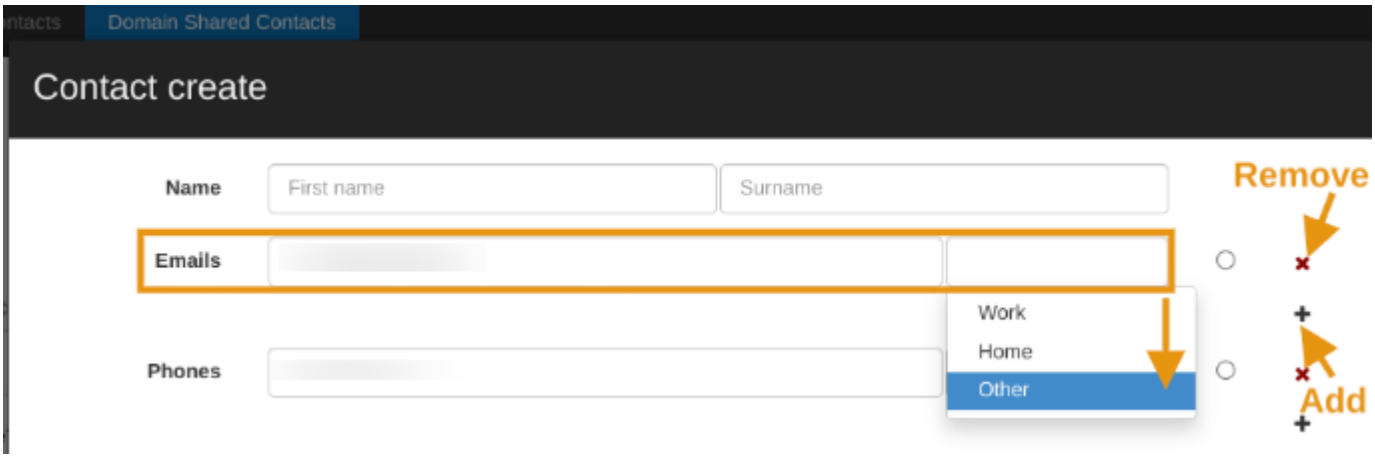
Navigate to the 'Contacts' module in GAT+ and select the 'Domain Shared Contacts' tab.

The Admins/Auditors can **create** a domain-shared contact by selecting the **+ button**.

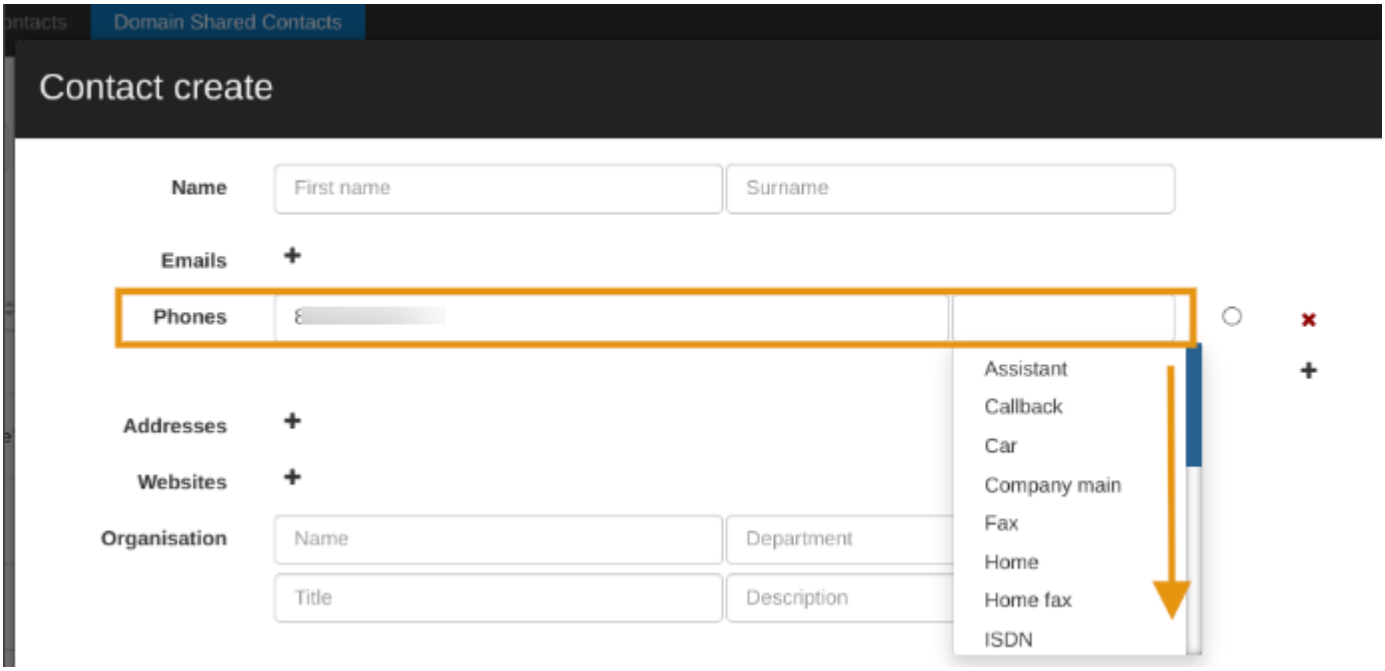


Fill in the details for the **Shared Contact**.

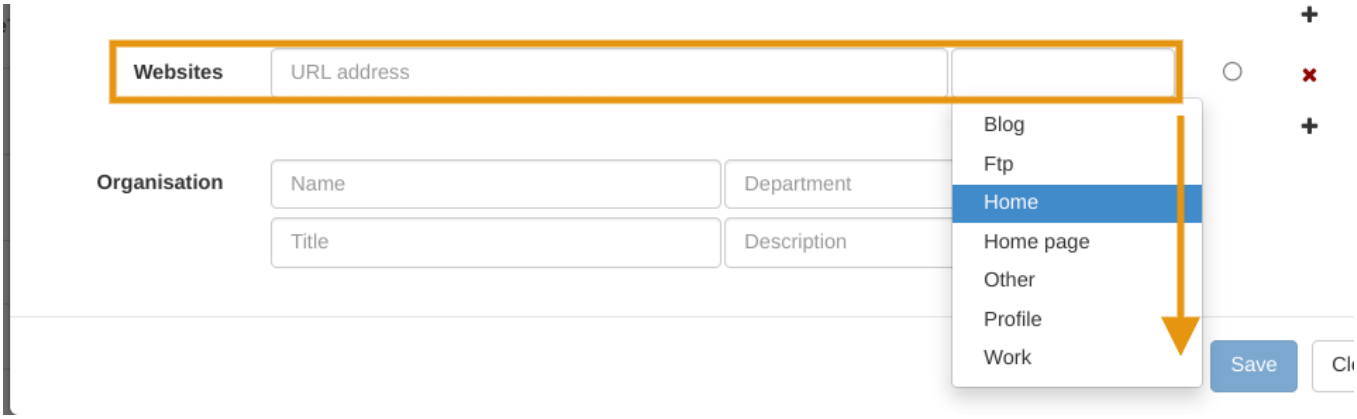
- **Name** - enter name
- **Email** - enter email address and select its type: Work, Home or Other



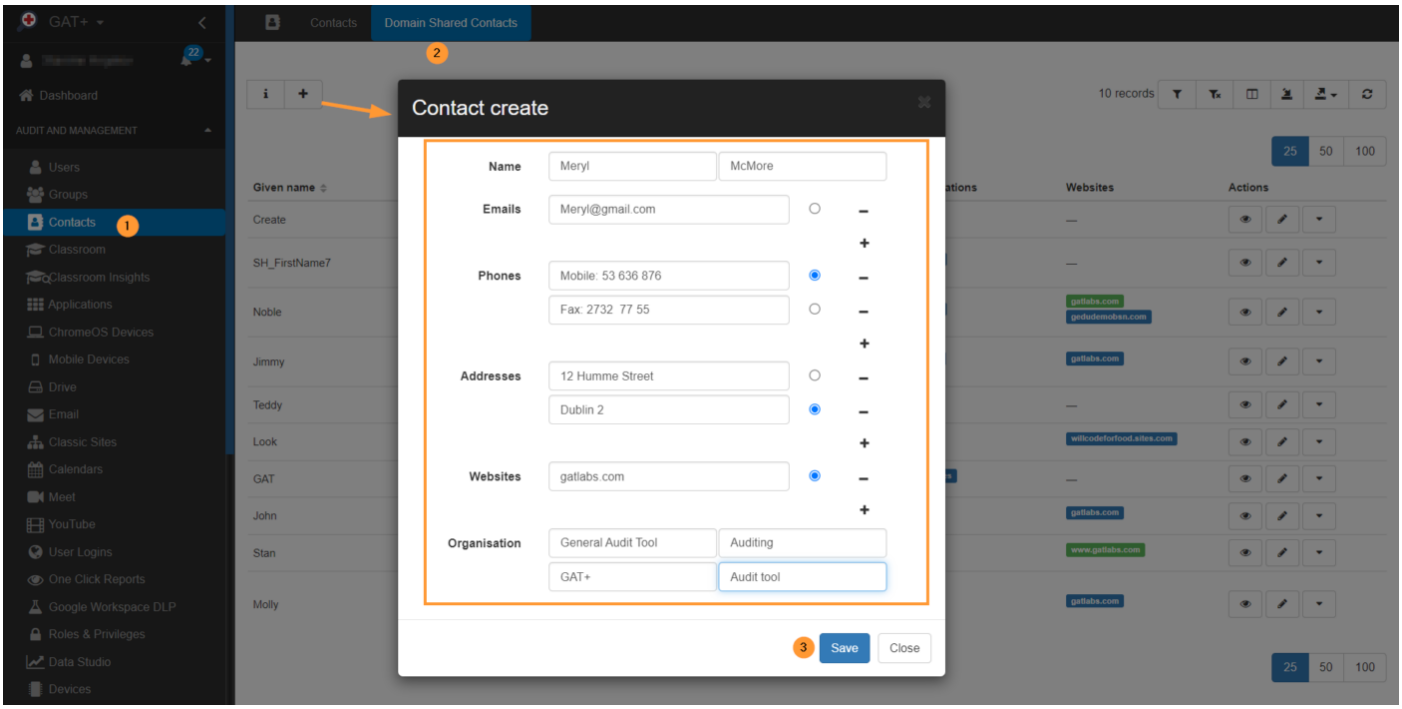
- **Phones**: - enter numbers (several phone types are available)



- **Addresses** - enter address and its type: Work, Home or Other
- **Website** - enter website address and its type

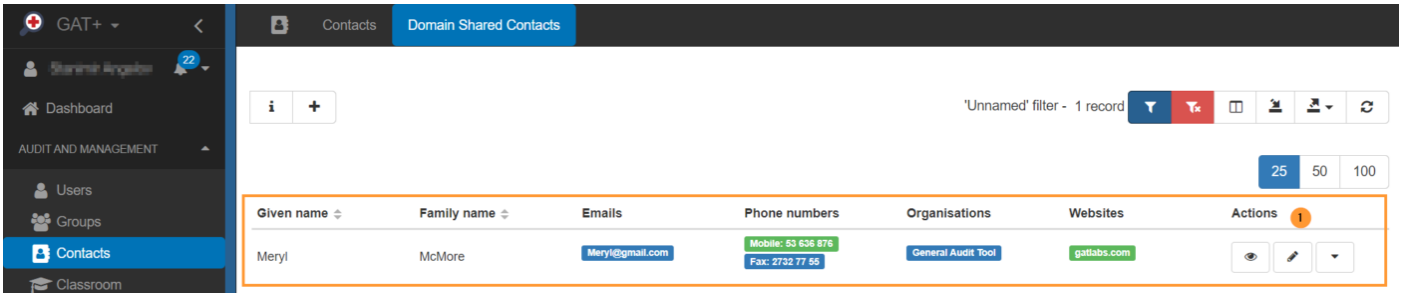


- **Organization** - enter details
  - Save - save the contact



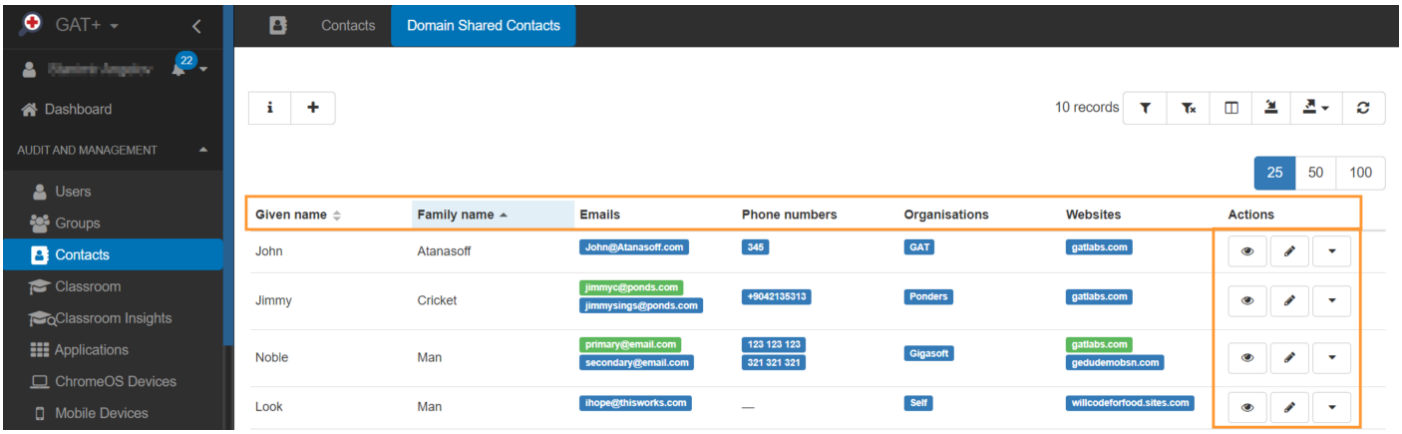
Result

As result the Domain Shared Contact will be saved.



Existing domain-shared contacts can be **deleted** or **edited** under the actions column.

- Eye icon - **View contact details**
- Pen icon - **Edit the contact detail**
- Arrow - select
  - **Delete contact**
  - **Download contact** as VCF



NOTE: When created the **domain-shared contacts** may take a **couple of hours to be visible to all users.**



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