



## **Process to Save Contacts and Chat History in the Mobility App and User Portal**

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## Print or Save Contacts from the User Portal

**Step 1.** Login to the User Portal <https://myphone.mylogix.com>

**LOGIX**  
FIBER NETWORKS

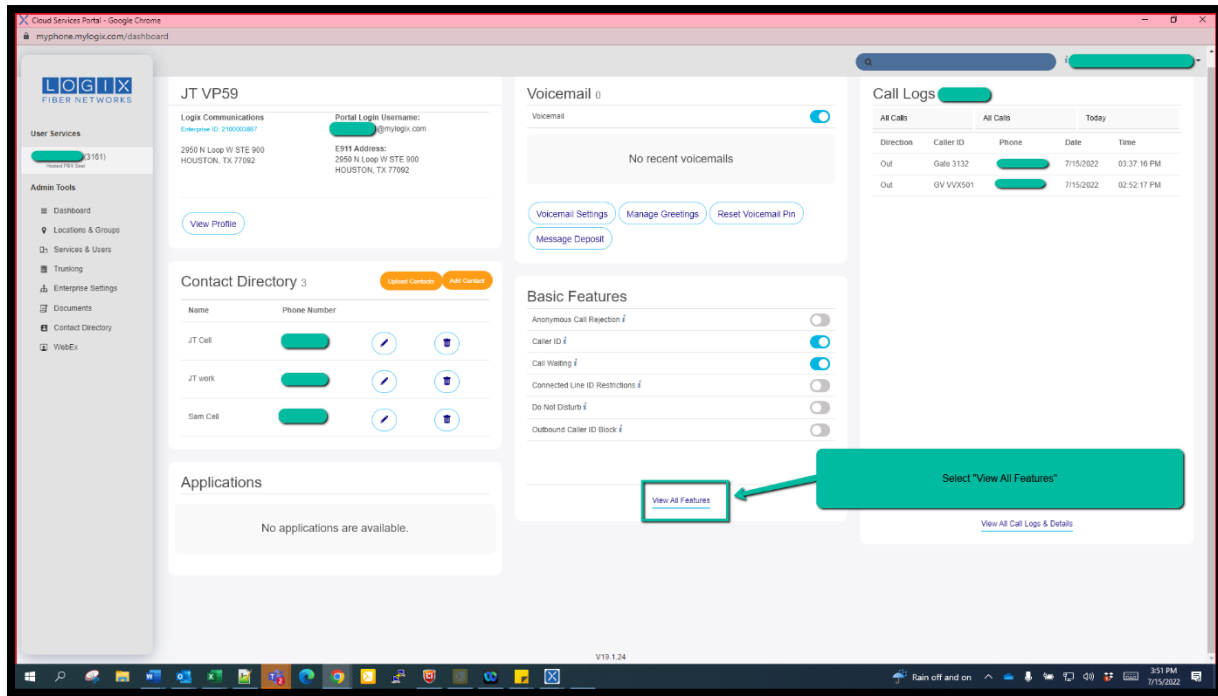
**Username must be in email format:**  
**If logging in Admin use email address**  
**If logging in as User use:**  
**"Phone Number"@MyLogix.Com**  
**Example: 4445551234@MyLogix.Com**

### My Cloud Services Portal

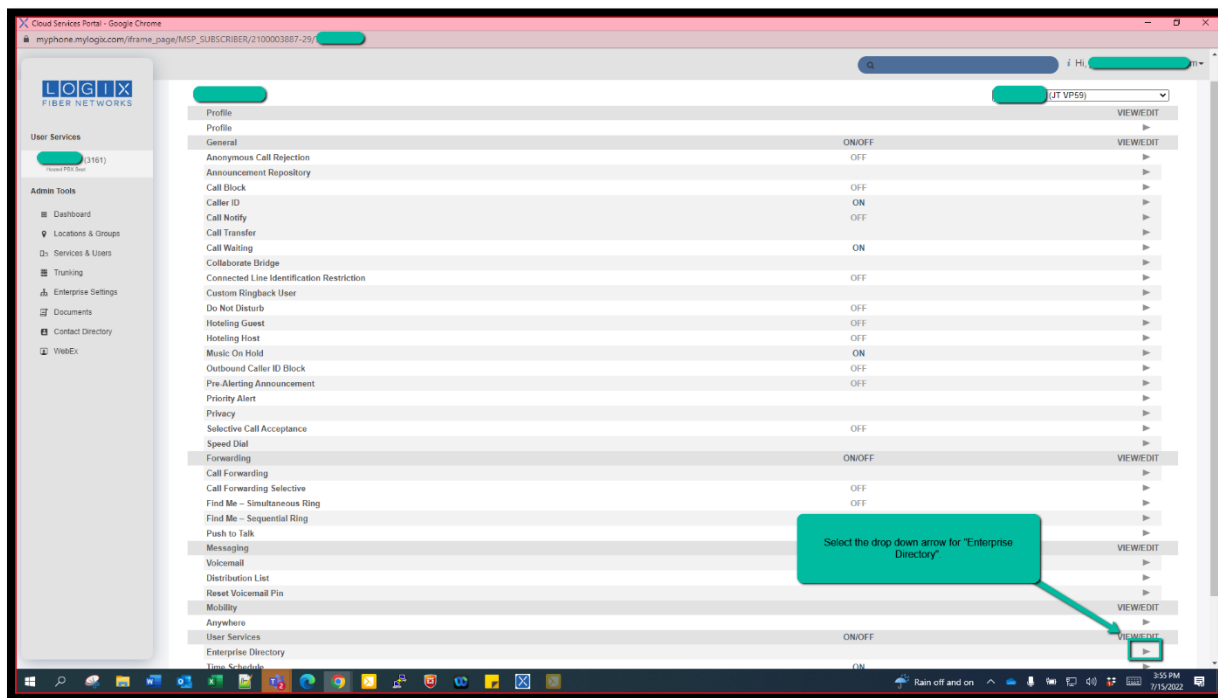
Username

Sign in

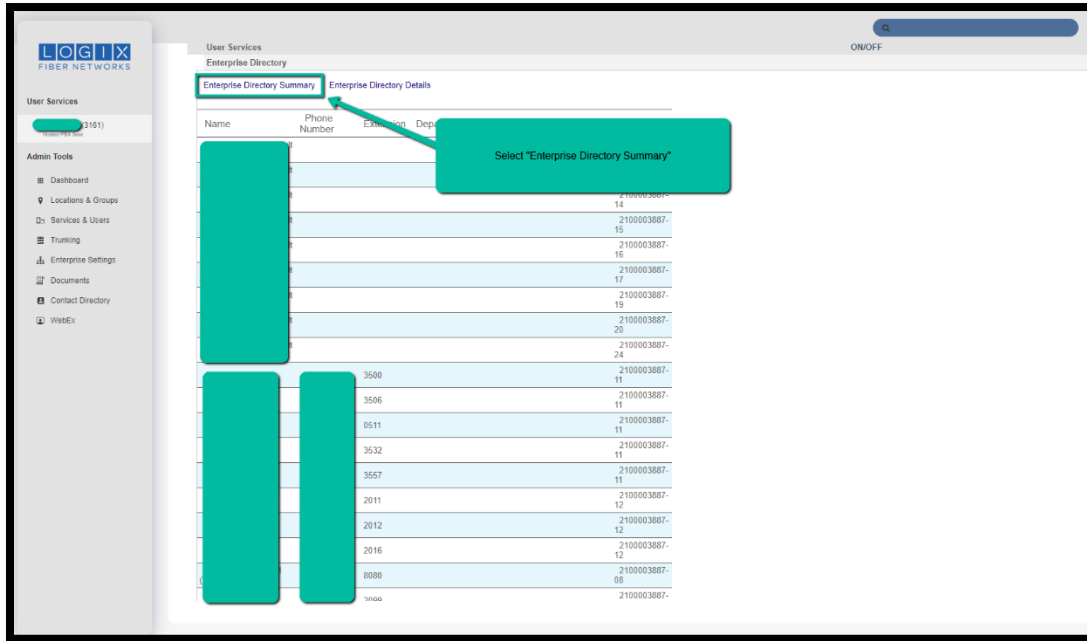
**Step 2. Select "View all Features."**



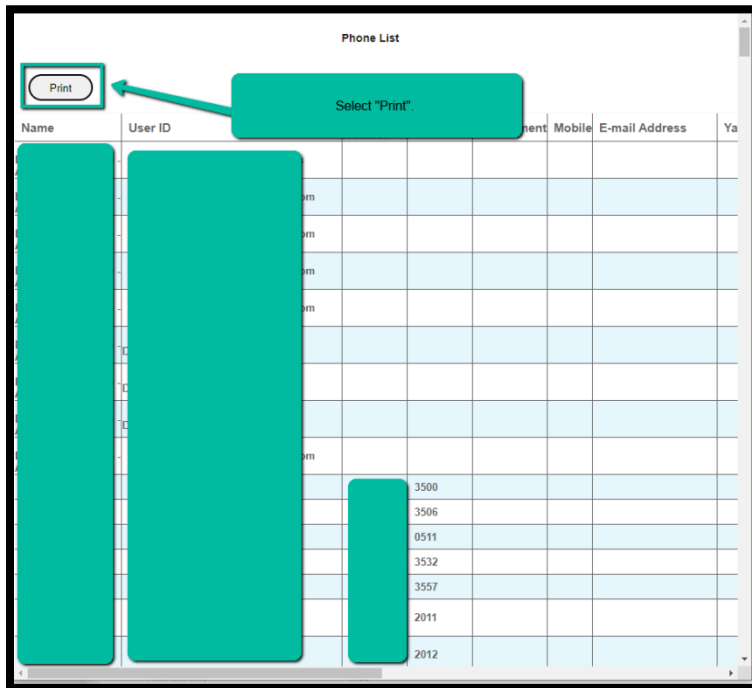
**Step 3. Click Enterprise Directory Carrot**



**Step 4.** Click Enterprise Directory Summary

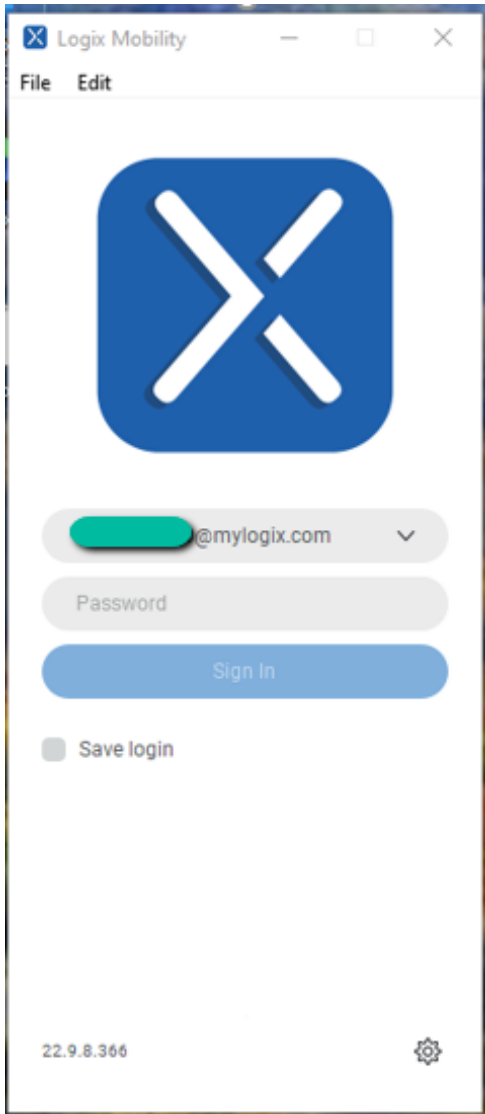


**Step 5.** Select “Print” To Print or Save the Enterprise Directory. A pop-up window will display giving the option to either save or print the directory list.

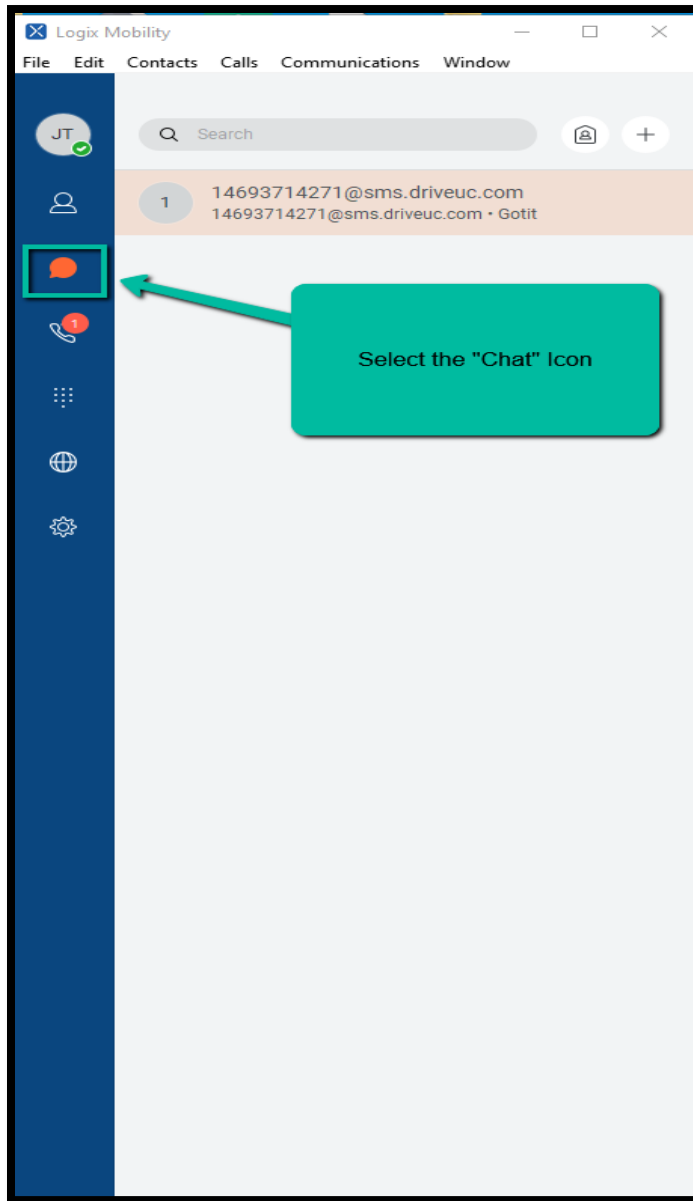


## Save Chat History from the Desktop Mobility Application

**Step 1.** Log in with the Desktop application to perform this step.



**Step 2.** Select the “Chat” Icon



**Step 3.** Select the chat to be saved. Copy and paste the chat messages into a word document or Notepad.

