

## Add a Contact with Kelle

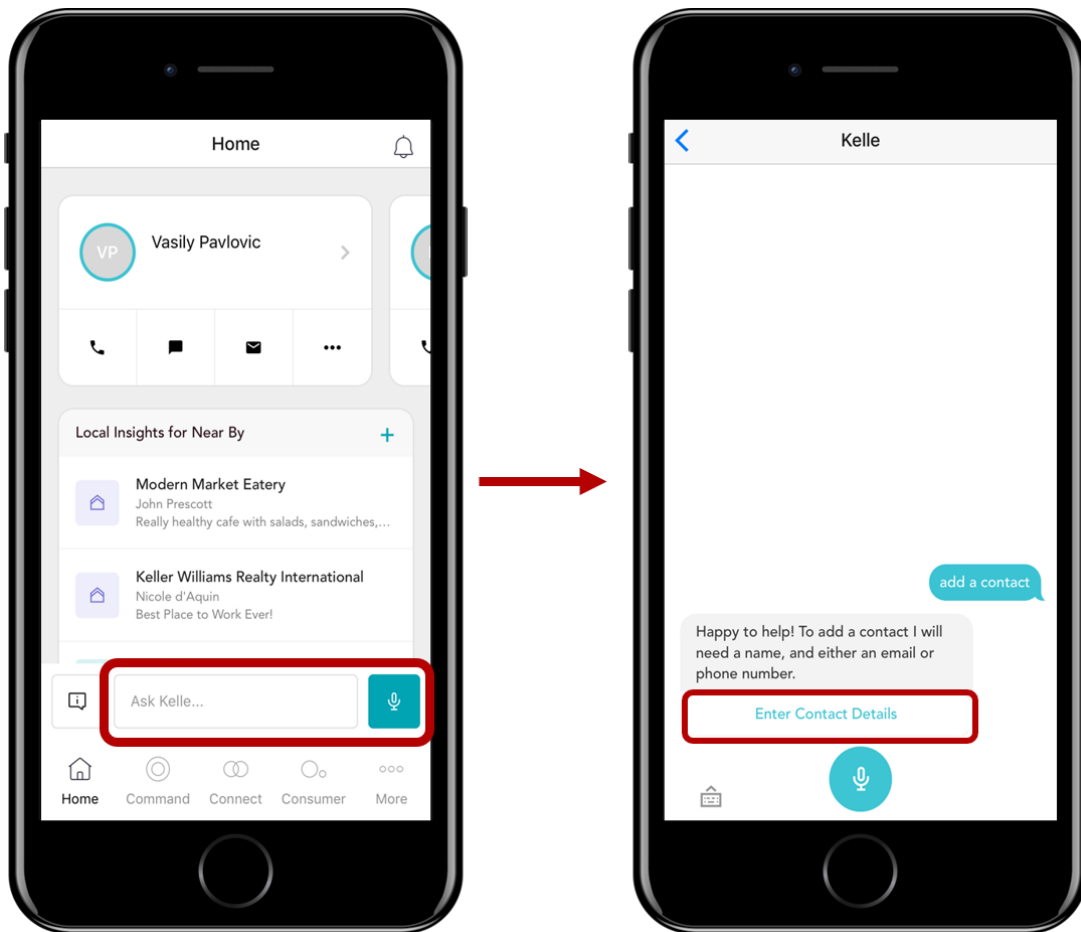
Mylea Smith - 2021-07-02 - Command in Kelle

*Keller Williams has diverted technology resources away from the Kelle App to focus on improving Command, including a tool that will replace this App. While you can still use the Kelle App, this means Kelle App issues will no longer be supported.*

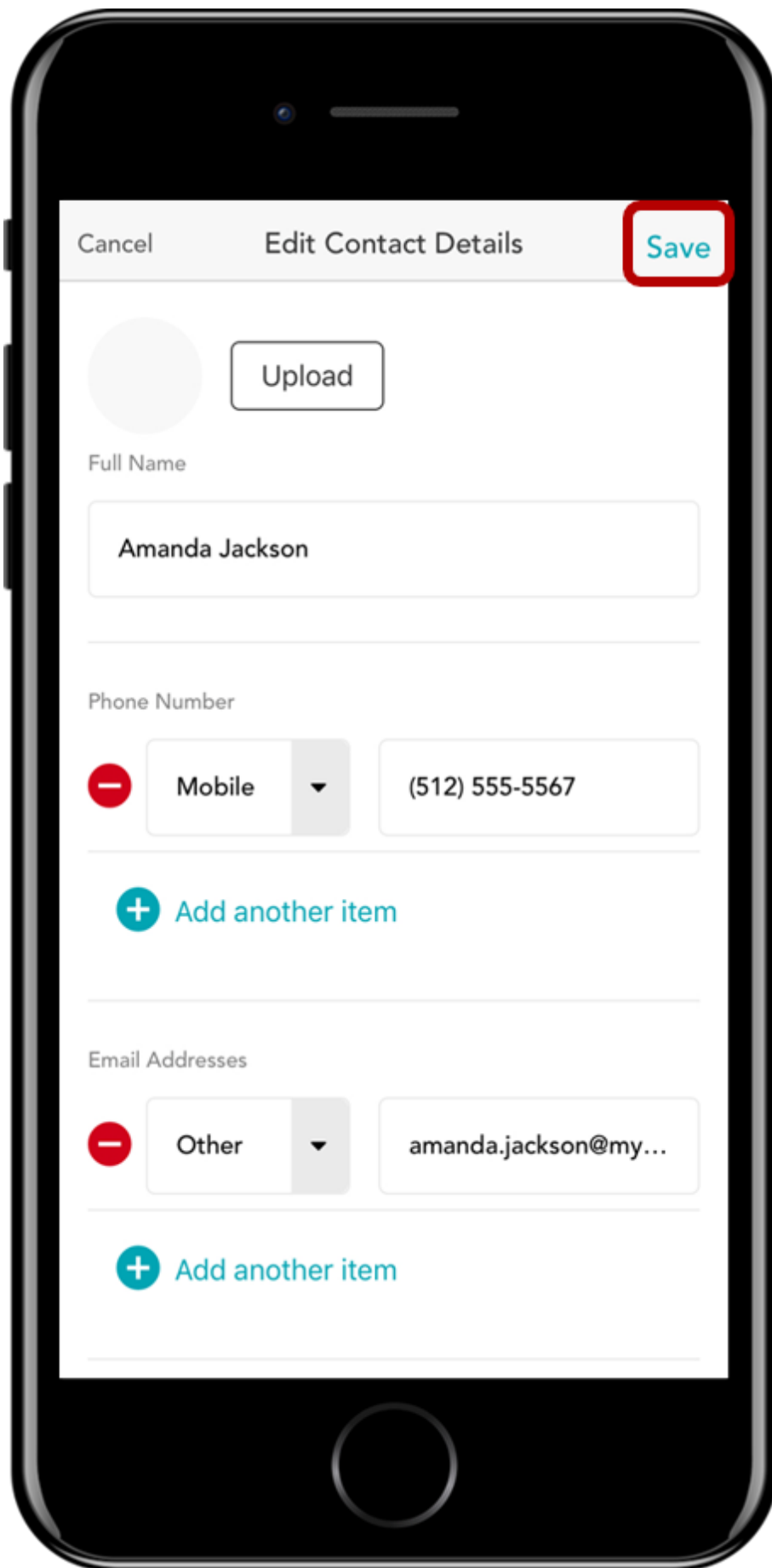
You can easily add a contact while you are on-the-go with Kelle. After you do this, your new contact is instantly added to Contacts in Command because Kelle is part of the Keller Cloud.

1. Log in to Kelle with your Keller Williams credentials.
2. Tell Kelle "**Add Contact**" and then tap **Enter Contact Details**.

To add a contact, you will need at least a name and either an email address or phone number.



3. Complete the "Add New Contact" fields, and then tap **Save**. Information you do not have when you initially add the contact can be added later.



Cancel

Edit Contact Details

Save

Upload

Full Name

Amanda Jackson

Phone Number



Mobile



(512) 555-5567



Add another item

Email Addresses



Other

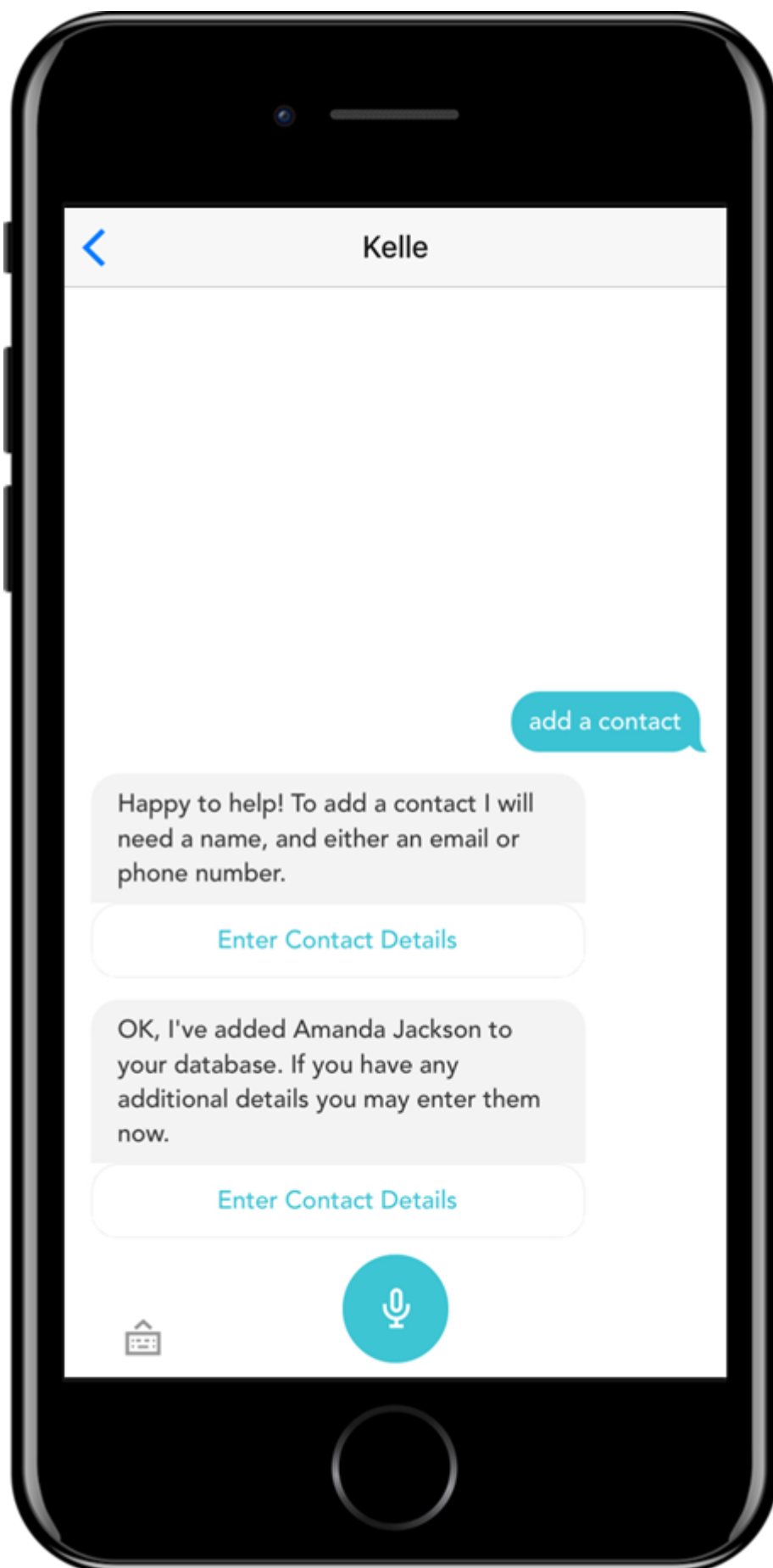


amanda.jackson@my...



Add another item

4. Kelle will confirm your contact was successfully added. If you tap **Enter Contact Details**, you will return to the "Add New Contact" form where you can add more details.



Kelle

add a contact

Happy to help! To add a contact I will need a name, and either an email or phone number.

Enter Contact Details

OK, I've added Amanda Jackson to your database. If you have any additional details you may enter them now.

Enter Contact Details



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