

## Adding a Favorite

Favorites allows you to create a shorter list of your most frequently contacted. To add a favorite:

1. Within **Directory**, search for the contact.
2. Click on the **contact** to open the contact's details.
3. Click the **star** icon in the top right corner.
4. To view and contact a Favorite, scroll to the **Favorites** in the Directory tab.

The screenshot displays the Telmediq Web Console interface. The top navigation bar includes 'Messaging', 'Directory', 'Patients', 'On Calls', and 'More'. The user is logged in as 'Chris Smith'. The 'Directory' tab is active, showing a search bar and a list of contacts. The 'Favorites' section is highlighted, and the contact 'John Jones, Dr.' is selected. The contact details page for John Jones is shown, featuring a profile picture, name, title, and a 'Message' button. A star icon in the top right corner of the contact details page is circled in red, indicating the step to add the contact as a favorite. The 'Contact Methods' section shows the work email 'john.jones@telmediq.com'. The 'Notes' section contains a note from 'TelmedIQ Support' dated 'Jul 14, 2021' with the text 'Never call after 9pm on weekdays.'