

My People Overview

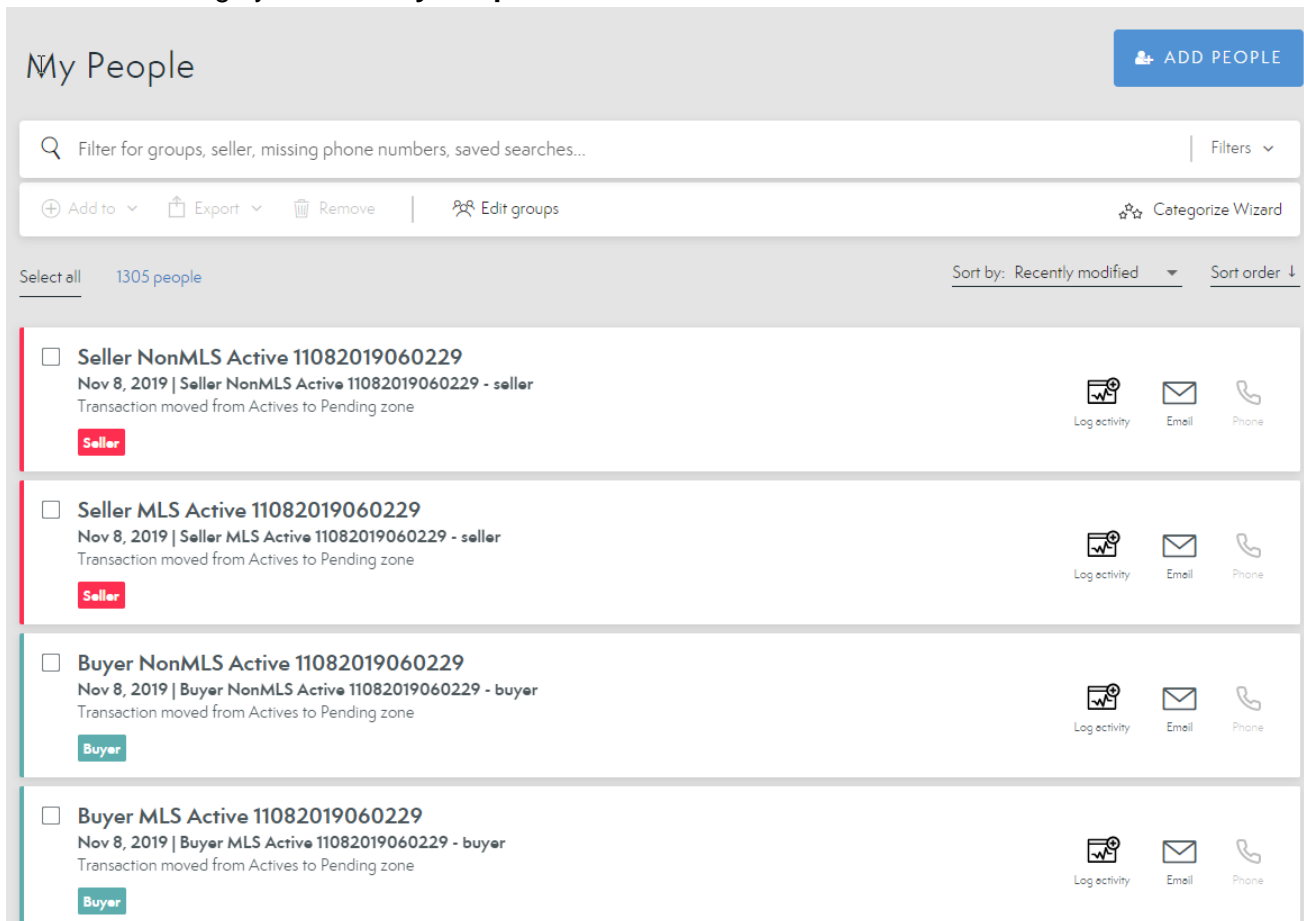
Your people are your sphere of influence in Moxi Engage. When you first add your people into Moxi Engage, they will be Uncategorized. The My People screen has everything you need to manage your sphere!

My People Screen Overview

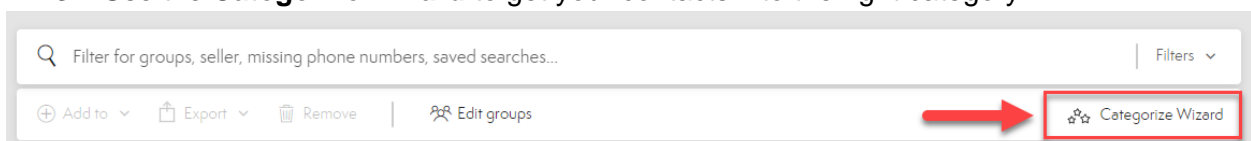
1. From the Moxi Engage Dashboard, select **All People**.



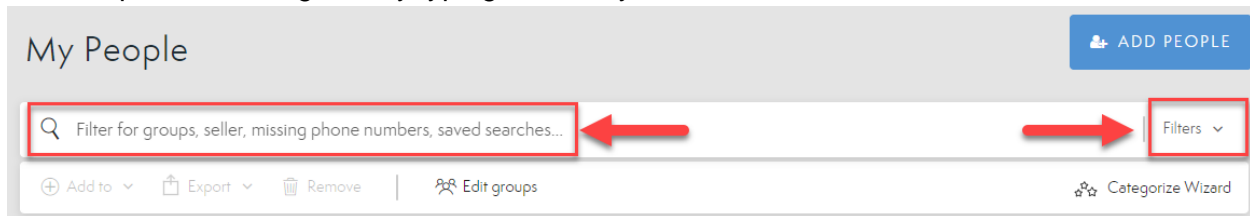
2. This brings you to the **My People** screen.



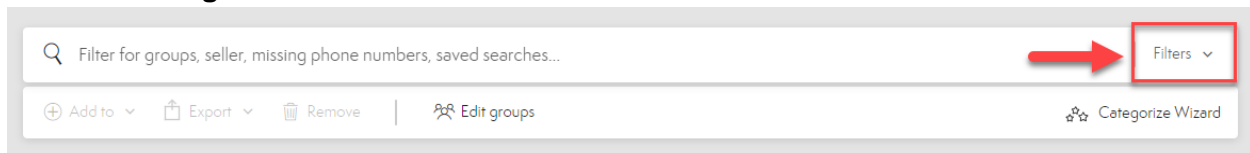
3. Use the **Categorize Wizard** to get your contacts into the right category.



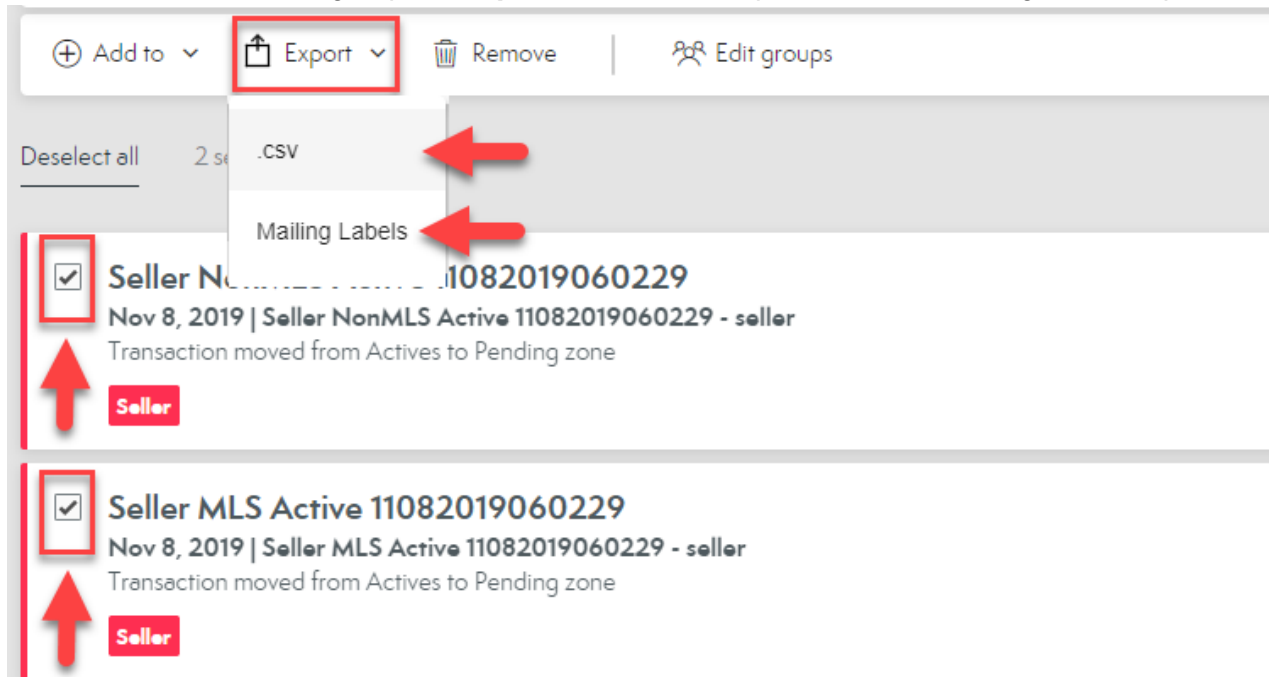
4. On the **My People** screen, you can sort your people by clicking on any of the **Filter** option on the right or by typing the filter you want to search in the text field.



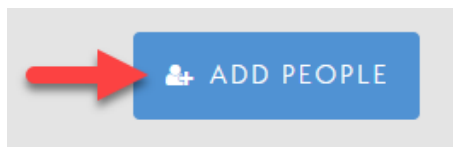
5. **FILTERS:** Narrow the view of your People with filtering by their place in the Sales Flow, finding contacts with missing information and more. Check out all the filter options in our **Filtering Your Contacts** article.



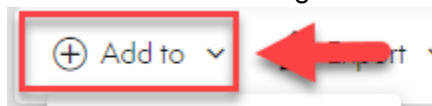
6. **EXPORT:** Select groups to **Export** to a comma-separated file or mailing label template.



7. **ADD PEOPLE:** Add a new person to your sphere.



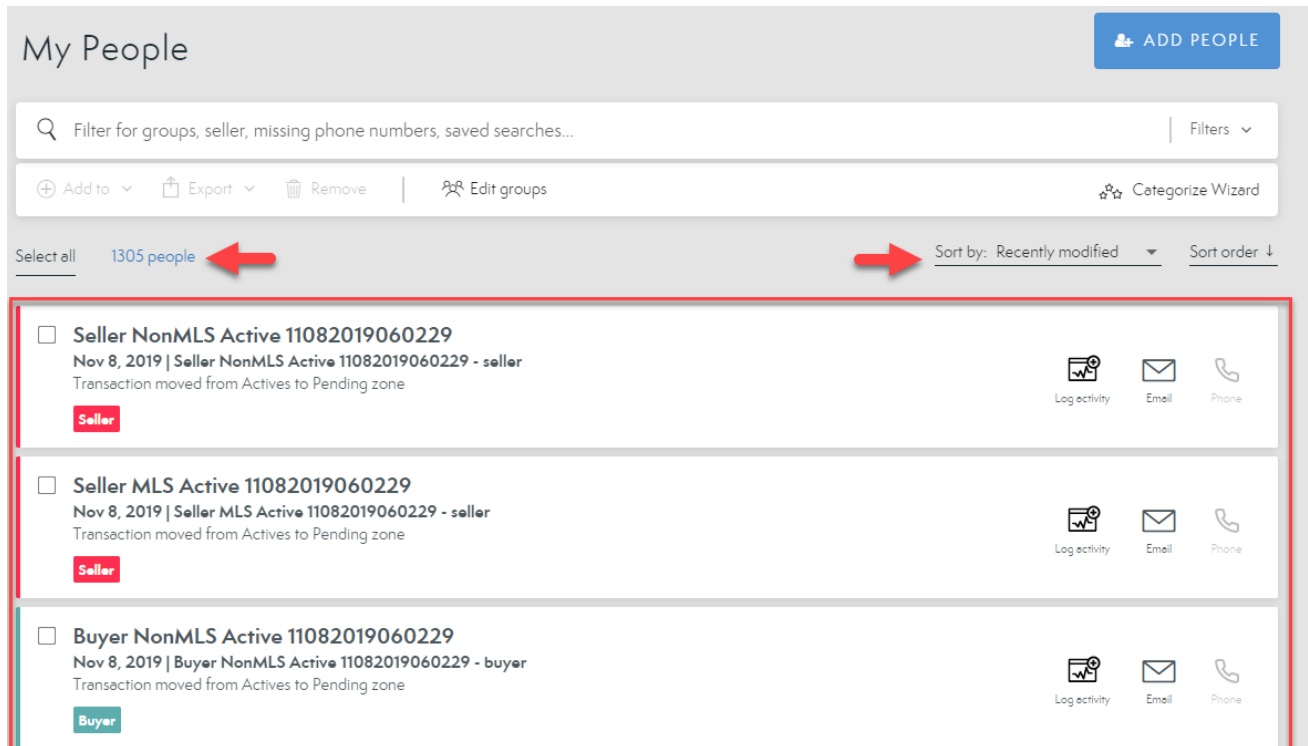
8. **Add To:** Allows you to add **selected contacts** to Groups, Campaigns, Subscriptions and even Categories.



9. **Remove:** Allows you to remove **selected unwanted contacts** from Engage.



10. **PEOPLE:** This displays all results returned by your current filtering or, if no filters are applied, all people. You can also sort your contacts by Name, Recently Viewed, Modified or Added.



11. **Contact:** This display shows some quick information for each contact you have.

- Name of Contact:** Reflects the name of specific contact.
- Date Modified:** Shows date of last change.
- Recent Activity:** Shows recent change to contact card.
- Activity Details:** Shows details about the last change made to contact card.
- Category:** Shows how contact has been categorized.
- Group:** Shows any groups the contact is a part of.
- Add activity for contact:** Easily add activity for contact without clicking into their contact card.
- Email Contact:** Quickly email contact. Only available when an email is added to the contact card.
- Call Contact:** Easily call a contact from your capable device or access their phone number quickly.

