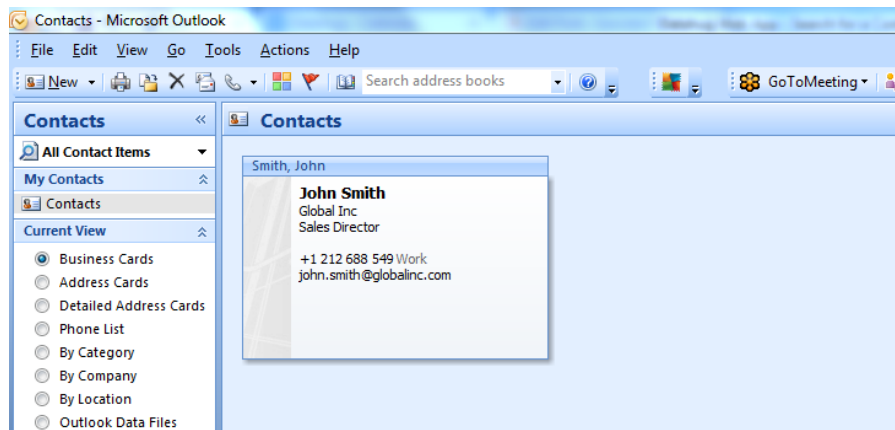


Mark a Contact as Private using Outlook

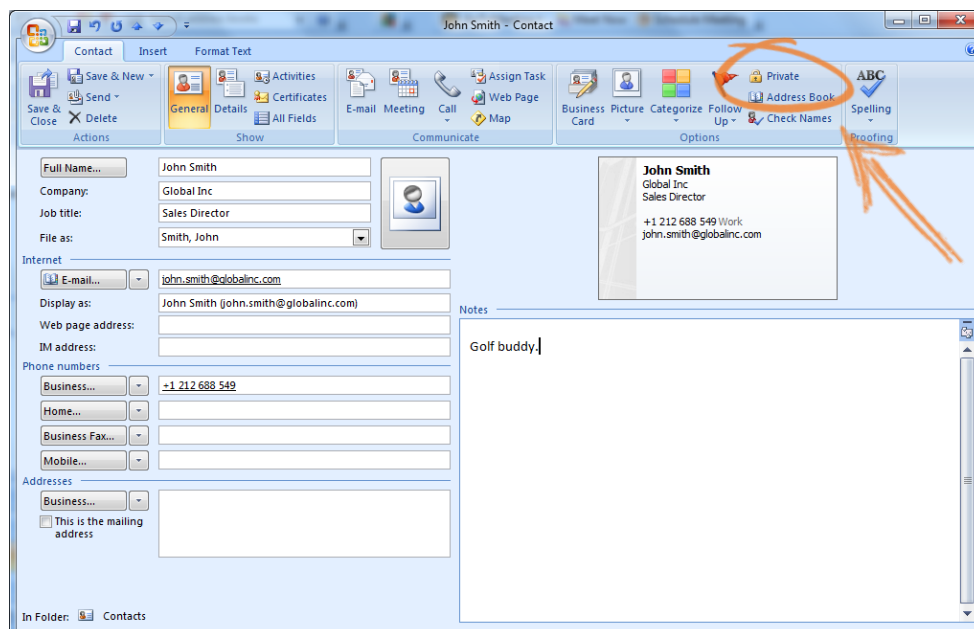
Datahug provides you with a single view of all the B2B relationships that exist within your organization. You can however choose to mark a Contact as Private thus removing this relationship from the system.

Mark a Contact as Private

In Microsoft Outlook go to the Contacts section.



Double click on the Contact you wish to mark as private. In the top right of the screen you should see a Private icon. Click this icon and Save the Contact record.



Datahug now knows that this relationship between you and the Contact is private and will not display it to others in your organization.