

# List Management

## Azure Active Directory Sync

### Overview

ContactMonkey is a powerful internal communications software that enables its users to communicate with employees via their organization's email client (Outlook and Gsuite) or SMS.

ContactMonkey's **List Management** feature allows users to create a directory of recipients within the ContactMonkey platform and segment this directory based on attributes that sync.

**Benefits:** Gives Office 365 & ContactMonkey users more control of their recipient lists.

**Effort level:** Low. Approximately 20 minutes.

### Requirements

To complete the below steps, you will need:

- Administrator or Owner-level permissions within ContactMonkey. [Learn about permissions here.](#)
- An Office 365 / Azure admin who can create a service account & register an enterprise application.

## Getting Started

### Step 1: Create A Utility Account In Azure AD

Create a utility account for ContactMonkey within your tenant.

**Note:** This should be a standard mailbox.

### Step 2: Configure Azure Enterprise Application

- a) Consent to the enterprise application using one of the following URL  
[https://login.microsoftonline.com/\[TenantID\]/adminconsent?client\\_id=f2d7aa34-4578-4917-aa8c-a89cd5bdf289](https://login.microsoftonline.com/[TenantID]/adminconsent?client_id=f2d7aa34-4578-4917-aa8c-a89cd5bdf289):

**Note:** Replace **[TenantID]** with your Azure tenant ID.

*Once complete, ContactMonkey-Utility will be visible in Azure under "Enterprise Applications."*

- b) Assign the utility account mailbox to the application via the **"Users & Groups"** sub-navigation.
- c) Under the **"Properties"** section, enable **"Assignment required?"**.

This will ensure that only assigned users and groups can authenticate to the application.

Once complete, the owner/admin of the ContactMonkey account will have access to "Connect" the utility account via their settings page.

### Step 3: Connect Utility Account In ContactMonkey

Next, the ContactMonkey user must complete the connection within ContactMonkey's **Settings** page.

Once the utility account has been connected, ContactMonkey account owners can sync the directory via the **"Contacts"** tab and specify which fields they need for segmentation. The directory syncs nightly to ensure accurate data is available within the ContactMonkey application.