Some Help With

Manage Address Books in my.anydesk

TABLE OF CONTENT

Personal Address Book

- Access your personal Address Book
- Edit your personal Address Book

Organization Address Book

- Create an organization Address Book
- Limit access to the Address Book
- Add entries (AnyDesk clients)

> **Available for:** All users

In this article, you will learn how to manage Address Books in **my.anydesk II**.

An Address Book lets you save and organize the devices you frequently connect to, like a contacts list on your phone. You can also add tags to quickly find entries.

Your Address Books sync across devices, whether you're using the **AnyDesk client** or **my.anydesk II**.

> 🦉 For more details on how to manage Address Books in the **AnyDesk client**, see **this article**.

Personal Address Book

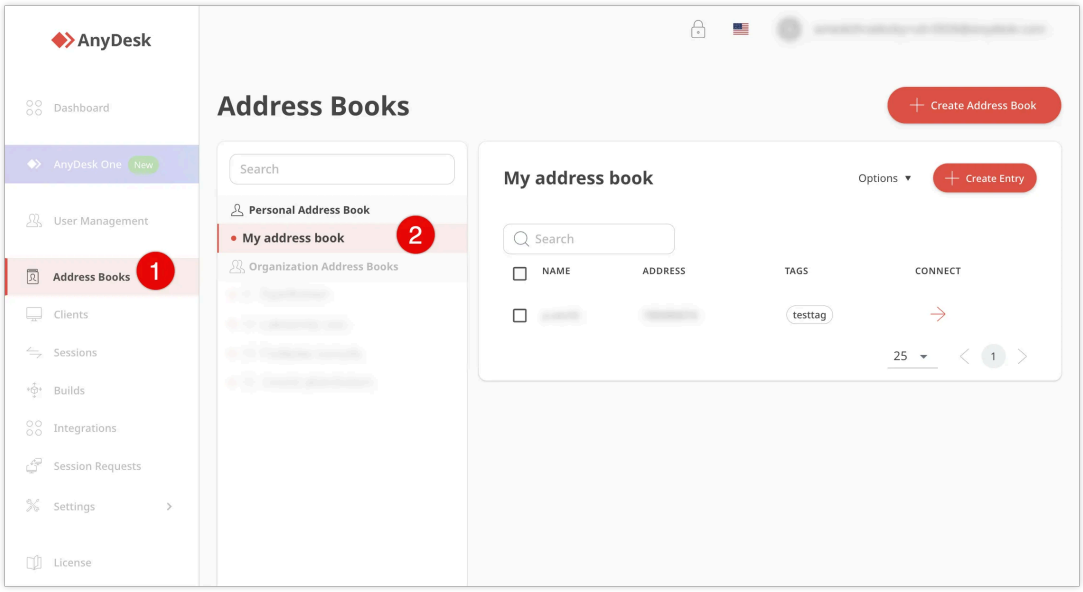
When you create an AnyDesk account, you automatically get a **Personal Address Book** that only you can access. You can add, edit, and manage entries. The personal Address Book cannot be deleted.

Access your personal Address Book

To access your personal Address Book in my.anydesk:

 © 2026 www.somehelpwith.com

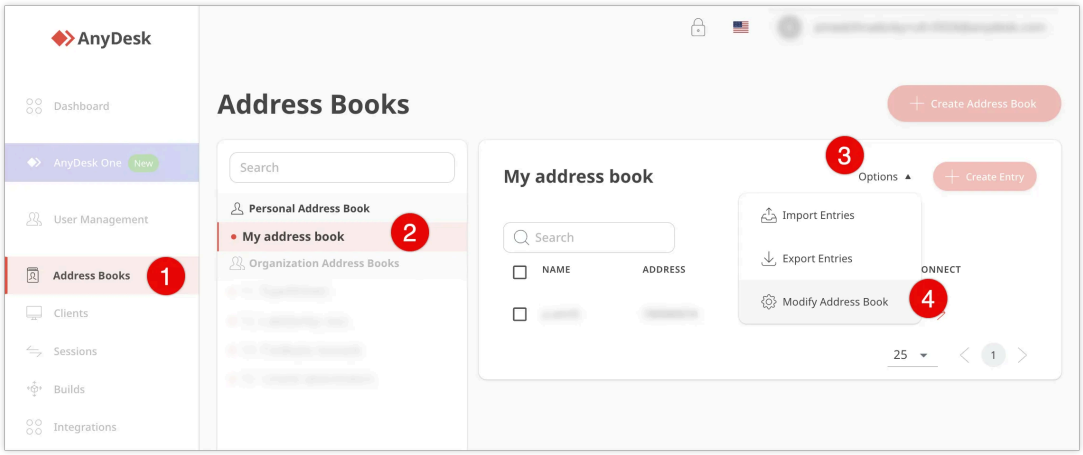
1. Sign in to my.anydesk II and go to **Address Books.**
2. In the **Personal Address Book** section, open **My address book**.



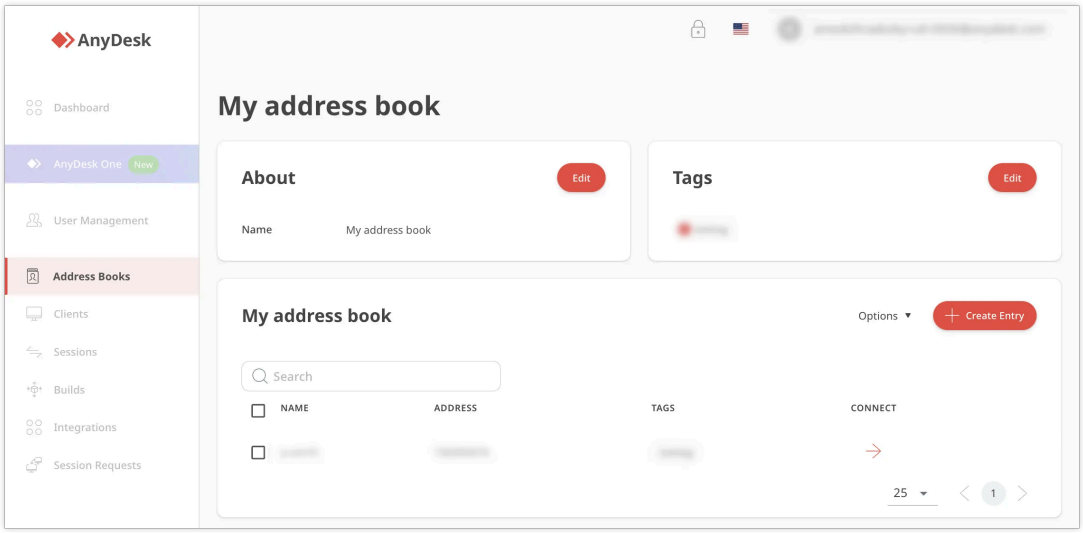
Edit your personal Address Book

To edit a personal Address Book:

1. Go to **Address Books**, open **My address book**, and then click **Options** > **Modify Address Book**.



2. On the opened page, you can change the *Name*, add *Tags* and *Entries* (AnyDesk clients).



AnyDesk interface showing address book with options to edit and create entries.

Organization Address Book

Members of a team or organization can access a shared Address Book if they have the required permissions. Access must be granted by an administrator or license owner.

With the right permissions, you can:

- Create a new organization Address Book
- Add and manage client entries
- Import and export client entries

Create an organization Address Book

To create an organization Address Book:

1. Sign in to my.anydesk II, go to **Address Books** and click **Create Address Book.**
2. In the pop-up window, enter the name for the address book.
3. Click **Create.**

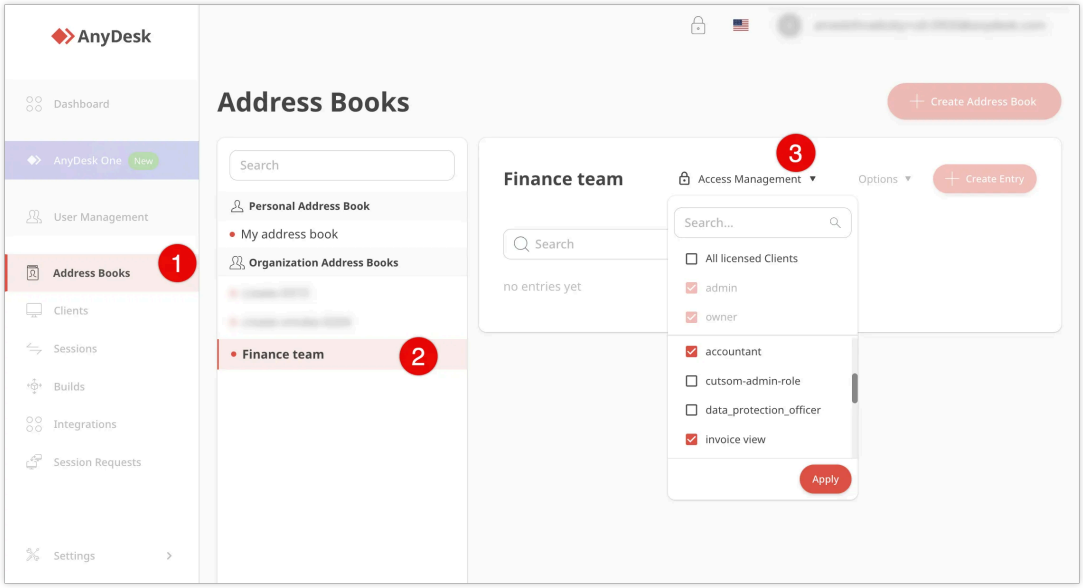
Limit access to the Address Book

> **License:** Ultimate-Cloud
>
> **Available for:** Admin

You can restrict which roles in your organization can access an Address Book to improve security and usability.

To set Address Book access limits:

1. On the **Address Books** page, find the the address book you wish to manage access for.
2. Click **Access Management**.



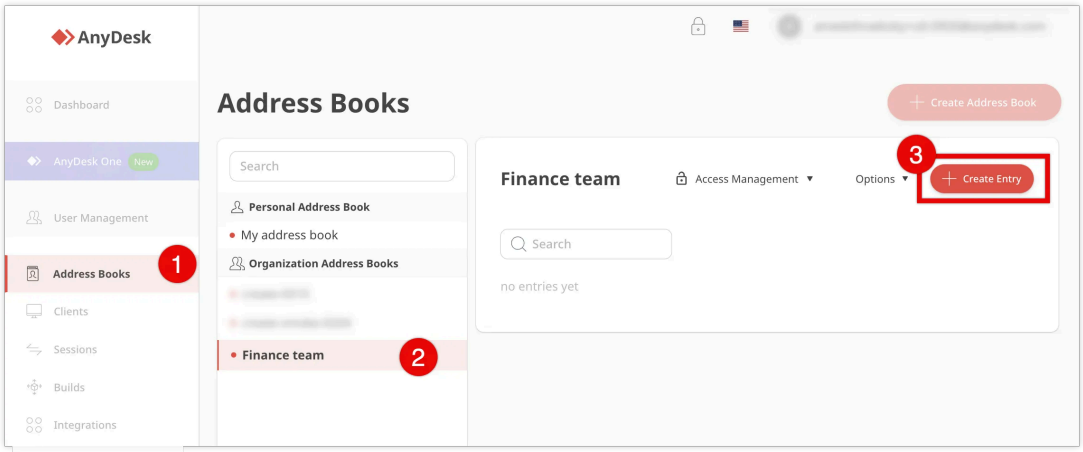
3. Select the roles that should have access to the Address Book.
4. Click **Apply**.

> 💡 **NOTE**
>
> If you select **All licensed clients**, the address book will be available to all AnyDesk clients linked to your license, either by account or license key, if they have access to the Address Book feature.

Add entries (AnyDesk clients)

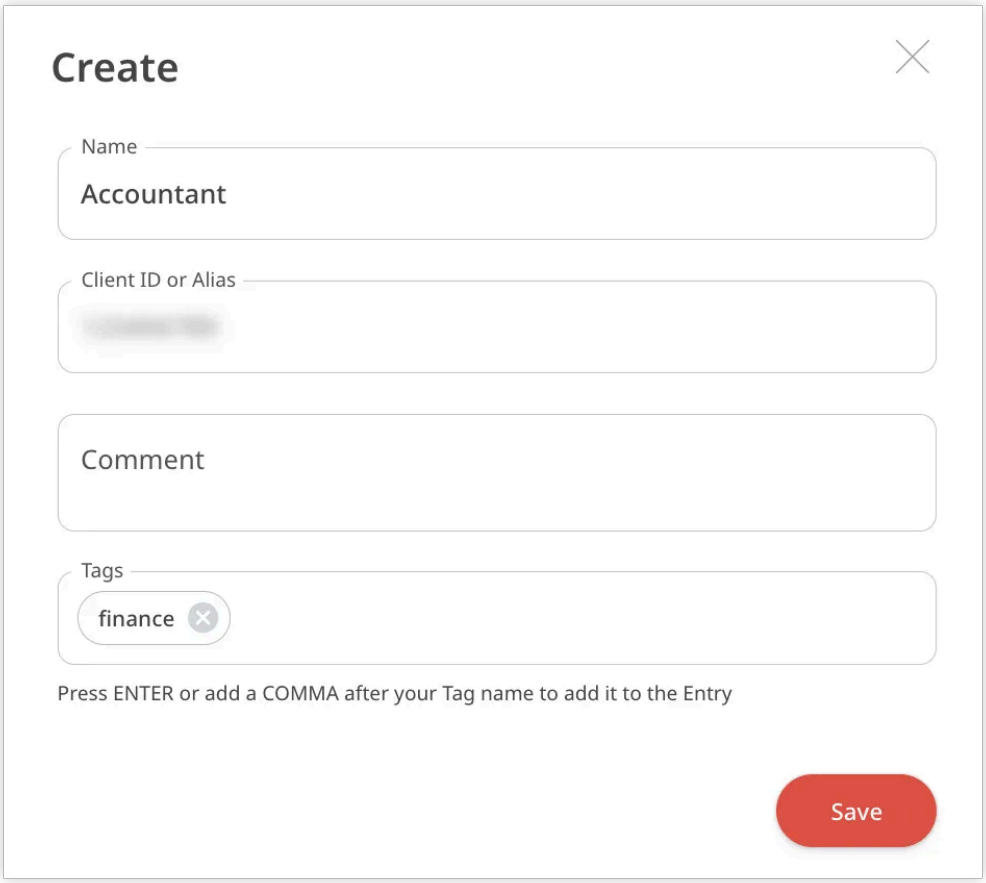
To add entries to an organization Address Book:

1. Sign in to my.anydesk II and open **Address Books.**
2. In the **Organization Address Books** tab, select the address book you wish to add clients to and click **Create Entry**.



3. In the pop-up window, provide the following details:

   - **Name** - enter the name for the contact.
   - **or Alias** - provide AnyDesk ID or Alias of the contact.
   - **Comment** - enter a description for the contact you are adding.
   - **Tags** - add a tag for further contact filtering.



4. Click **Save**.

A feature that lets you save and organize your contacts, which you can group using tags, for quick and easy access to remote devices.