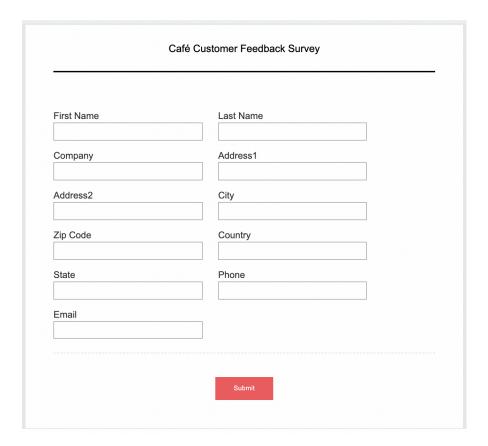**Zoho Corporation**

Contact Information

The Contact Information question type can be used to collect the respondent's contact information through a single question. This also reduces the chaos of using a lot of Short Answer questions.
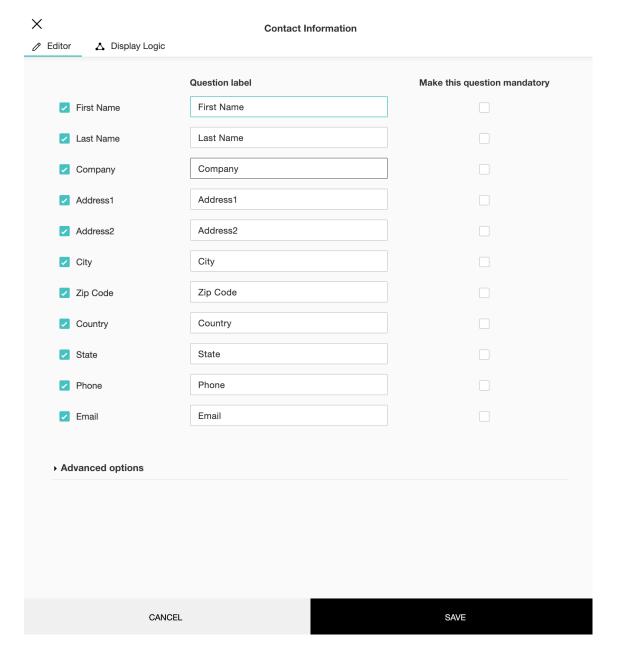For example, however not mandatory, you could add a contact information question in a customer feedback survey to collect your customers' personal details. You could also mark the question as not mandatory, so they have the freedom to leave it unanswered.

Contact information question sample:

To add a contact information question in your survey:

1. Click **Contact Information** in the question types listed on the left pane. You can also drag and drop the question type to the builder.

2. If you want to mark the boxes mandatory, select the *Make this question mandatory* checkbox.

3. If you want to make changes to the default *Error message* text that displays, edit the content in the text box.

4. In the *Text must be between* the boxes provided, specify the minimum and maximum character limits.

5. Switch to the *[Display Logic](#)* tab to add a logic condition to the question.

6. To save the changes, click **Save**.

7. To discard the changes, click **Cancel**.

To rename the labels in a contact information question:

1. Click **Contact Information** in the question types listed on the left pane. You can also drag and drop the question type to the builder.

2. If you want to rename the labels, type in the new labels in the *Question label* boxes against each of the information types.

3. Click **Save**.