

Viewing Field Mapping

Field mapping defines **which Exchange field corresponds to which vtenext field**.

For example, the main Exchange e-mail field can be mapped to the vtenext Contact e-mail field, the business phone to the company phone field, and so on.

Where to find it

Open **Settings > Exchange Field Mapping**.

The page allows you to select a module and displays, for each row, the Exchange field and the associated vtenext field.

The screenshot shows the vtenext application interface. On the left is a dark sidebar with a menu. The 'Exchange Connector' section is expanded, and 'Exchange Field Mapping' is highlighted with a red rectangle. The main content area is titled 'Exchange Field Mapping' with a subtitle 'Exchange Field Mapping Settings — Version 26.4.0'. A dropdown menu at the top of the main area is set to 'Contact'. Below this is a table titled 'Exchange Field Mapping — Contact'.

#	FIELD NAME (EXCHANGE)	FIELD LABEL
1	Surname	Last Name
2	GivenName	First Name
3	BUSINESS_PHONE	Office Phone
4	Department	Department
5	AssistantName	Assistant
6	JobTitle	Title
7	Birthday	Date of birth
8	Description	Description
9	Street (BUSINESS)	Mailing Street
10	City (BUSINESS)	Mailing City
11	State (BUSINESS)	Mailing State
12	PostalCode (BUSINESS)	Mailing Postal Code
13	CountryOrRegion (BUSINESS)	Mailing Country
14	Street (OTHER)	Other Street
15	City (OTHER)	Other City
16	State (OTHER)	Other State
17	PostalCode (OTHER)	Other Postal Code
18	CountryOrRegion (OTHER)	Other Country
19	bx3A45	Salutation
20	EMAIL_ADDRESS_1	Email
21	MOBILE_PHONE	Mobile
22	OTHER_PHONE	Other Phone
23	HOME_PHONE	Home Phone

Available modules

Mappings are available for Contacts, Organizations, Calendar / Events and Tasks. In the normal 24.08 interface, custom editing is available for **Contacts** and **Organizations**; Calendar and Task mappings are visible but are not edited with the same button.

Locked fields

Some rows are mandatory or structural and are shown as **locked**. These fields cannot be changed from the mapping page.

Before making changes

1. Take a screenshot of the current mapping.
2. Check whether the module is already used by many users.
3. Identify which fields are actually required.
4. Read [What Happens When a Mapping Is Changed](#).

A mapping change is not only a visual configuration change: it can trigger a new synchronization of existing records.

Revision #1

Created 2026-09-11 14:33:34 UTC by BookStack AI

Updated 2026-09-11 14:33:34 UTC by BookStack AI