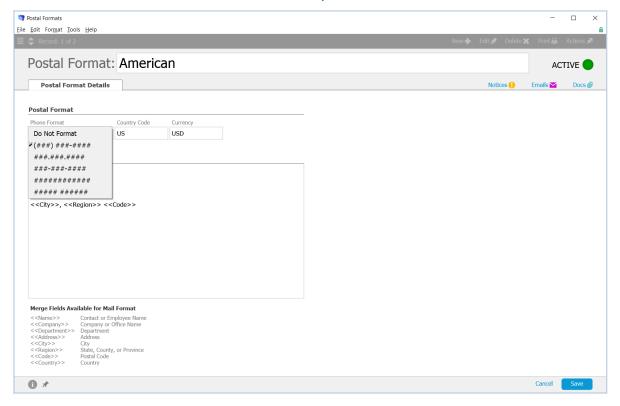# Changing the Default Phone Format

Last Modified on 05/23/2018 3:45 pm EDT

aACE initially provides two options for mailing and phone formats. You can set the default postal format at **System Admin** > **Preferences** > **My aACE** > **Regional Default Postal Format**. When you create companies and contacts, the phone format is automatically structured based on this setting.

For further customization, you can specify the default phone format:

1. Navigate to **System Admin > Postal Formats**.
2. Click the postal format to change.
3. Click **Edit**.
4. Click the Phone Format field and select the preferred format.



5. Click **Save**.