#### MANAGING YOUR CONTACTS IN GMAIL & ON YOUR IPHONE

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#### Gmail Contacts on Your Computer

- Accessing Gmail Contacts
- Creating a Contact
- Exporting Contacts from Gmail
- Importing Contacts to your Phone
- Using Labels
- Addressing an Email

# Agenda (cont'd)

#### Contacts on your iPhone

- Synching iPhone Contacts with Gmail
- Phone Icons
- Adding Contacts
- Importance of Adding an Address (GPS)
- Making a Contact a Favorite
- Other Contact Options
- Keypad Options While Calling
- Sending Email & Messages
- Info for Android Phones

# Gmail Contacts on Your Computer

#### Accessing Contacts using URL

# contacts.google.com

#### **Accessing Contacts in GMail**







## **Accessing Contacts in GMail**

#### From the Apps Menu



<ul> <li>Inbox - wminna12@gmai</li> </ul>	l.com ×	🔒 Google (	Contacts ×	Google Contacts	×   +								ı ×
	ontacts.goog	le.com						Ç	\$	<b>()</b>	5		M :
≡ 🍐 Contacts		Q S	earch						0	6	3	***	M
+ Create contact		Cont <sub>Name</sub>	tacts (3)	Email	Phone number	Job title & company	Labels		0	Ţ	:	≡	
🗳 Contacts	3	CONTAC	TS (3)										
S Frequent			Gail Weiss	gmweiss5@gmail.cor	n		computer guys						
Other contacts	(j)		Jeff Wilkinson	pres.scscc@gmail.co	m		computer guys						
Fix & manage		T	Tom Burt	tomburt89134@cox.n	iet	Sun City Computer Club	computer guys						
산 Import													
🔟 Trash													
Labels	+												
computer guys	3												

#### **Creating a Contact**



×		+ Label		
	2	First name	~	
		Last name		
		Company	~	
		Job title		
		Email		
		+ Add email		
	r.	Phone		
		+ Add phone		
		Add address		
	å	Month		
	D	Notes		

#### **Contacts Menu**



#### **Additional Icons**



### **Exporting Contacts from Gmail (Google CVS file)**

X	AutoSav	ve Off	日 り~	<₽	contacts	(1).csv • Sa	ved to this P	с ~
F	ile Hon	ne Insert	Draw	Page Lay	out Forn	nulas Da	ta Revie	w Vie
	Paste v 🞸	Calibri	τ <u>υ</u> ~	-> <u>11</u> -> ⊞ ->   <u>♪</u>	) A^ A` ~ <u>A</u> ~	= = [ = = :	<u> </u>	eb €
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	А	В	С	D	E	F	G	н
1	Name	Given Narr	Additional	Family Nar	Yomi Nam	Given Nam	Additional	Family N
2	Gail Weiss	Gail		Weiss				
3	Jeff Wilkin	Jeff		Wilkinson				
4	Tom Burt	Tom		Burt				
5								
6								

### **Importing Contacts to your Phone**

	Mail Contacts Calendar Photos	
	Drive Notes Reminders Pages	
	Numbers Keynote Find My	



#### **Using Labels to Group Contacts**



Create label			
New label			
	Cancel	Save	

Lab	els	+
	computer guys	3

Email	Phone number	Job title & company	Labels
gmweiss5@gmail.com			computer guys
pres.scscc@gmail.com			computer guys
tomburt89134@cox.net		Sun City Computer Club	computer guys



## **Addressing an Email**

Start typing the name in the To field



#### Contacts on Your iPhone

# Synching iPhone Contacts with Gmail

Se	ttings
Contacts	>

Settings Contacts	
ALLOW CONTACTS TO ACCESS	>
Accounts	2 >

Contacts	Accounts	
ACCOUNTS		
iCloud iCloud Drive, iCl	oud Mail and 9 more	>
<b>Gmail</b> Mail, Contacts, (	Calendars, Notes	×



# Synching iPhone Contacts with Gmail

#### iPhone Contacts

<b>&lt;</b> Ac	ccounts Gmail	
GMA	۱L	
Acc	ount GMWeiss5@gmail.con	ı>
	Mail	
۲	Contacts	
	Calendars	D
-	Notes	D

Cancel	Account	Done		
GMAIL AC	COUNT INFORMATION			
Name	Gail Weiss			
Email GMWeiss5@gmail.com				
Descripti	Description Gmail			
OUTGOIN	G MAIL SERVER			
SMTP	Gmail SMTP	Server >		
Advance	d	>		

Account Advanced	
MAILBOX BEHAVIORS	
Drafts Mailbox	Drafts >
Deleted Mailbox	Trash >
Archive Mailbox	All Mail >
Deleted Mailbox Archive Mailbox	√ NINTO:
INCOMING SETTINGS	
Use SSL	
IMAP Path Prefix /	
Server Port 993	

## **Phone Icon**



- Favorites Designate a contact as a Favorite
- Recents Most recent calls made or received
- Contacts Your Contact List
- Keyboard Number Pad Used to Make a Call
- Voicemail Access your Phone Messages here





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# **Importance of Adding an Address (GPS)**







#### Making a Contact a Favorite

				Add to Favorites	
+ Favorites Edit	Q John smi	Cancel	•	Message mobile	~
	TOP NAME MATCHES				
	John Smith Smith & Co		6	Call	$\sim$
				Video	~

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# **Contact Options**

- Send a message (Phone Number)
- Call (Phone Number)
- Video (Phone Number)
- Mail (Email Address)
- Pay (Email Address)
- Share Contact
- Add to Favorites
- Add to Emergency Contacts
- Share My Location
- Block this Caller

mess call video mail pay			
Notes			
Send Message			
Share Contact			
Add to Favorites			
Add to Emergency Contacts			
Share My Location			
Block this Caller			

#### Keypad & Options While On A Call



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#### **Voice Mail**



	Set your outgoing message.	
Cancel	Greeting	Save
Default		
Custom		✓
Play		Record

## Sending an Email





Cancel	
New	Message
To:	
Cc/Bcc, F	From: GMWeiss5@gmail.com
Subject:	
Sent from	m my iPhone
q w e	ertyuiop
a s	d f g h j k l
순 Z	x c v b n m 🛛
123	space @ . return

Choose a contact to m	ail	
Q Smith	8	Cancel
TOP NAME MATCHES		
John Smith Smith & Co		

Cancel	
New Message	1
To: John Smith	(+)

# Sending a Message

t Messages		To			
		10.	( + )		
		-			
		< Search		New Message	Cancel
		JS		To: John Smith	(+)
Q Smith	Cancel	John Smith			
TOP NAME MATCHES		Smith & Co			
John Smith Smith & Co		mess call video mail	\$ pay		
		mohile			

#### Android Phone – Backup & Sync Device Contacts

- On your Android phone or tablet, open the "Settings" app
- ▶ Tap Google. Settings for Google apps....
- Turn on Automatically back up & sync devices contacts
- Pick the account you'd like your contacts to be saved in.
- Your contacts can only be automatically saved to one Google Account