MANAGING YOUR CONTACTS IN GMAIL & ON YOUR IPHONE

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Agenda

▸ **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
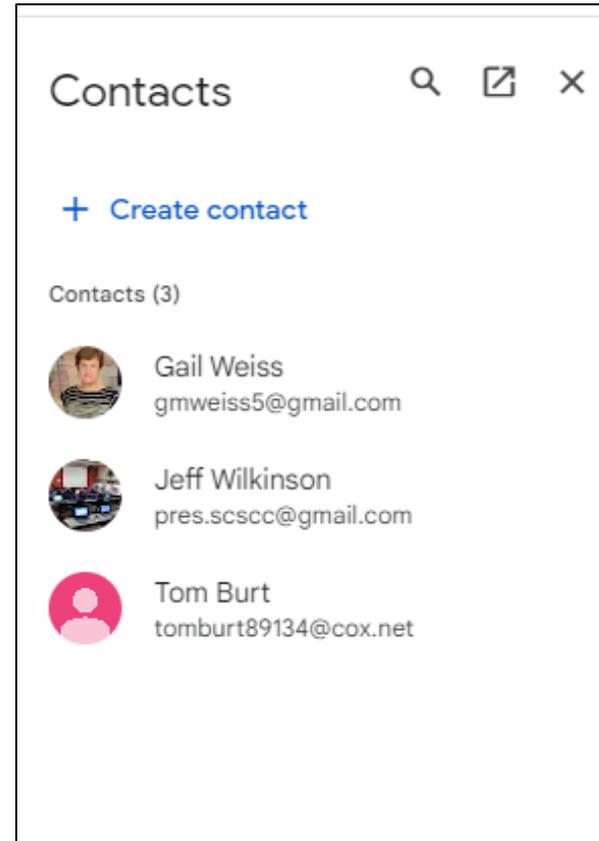
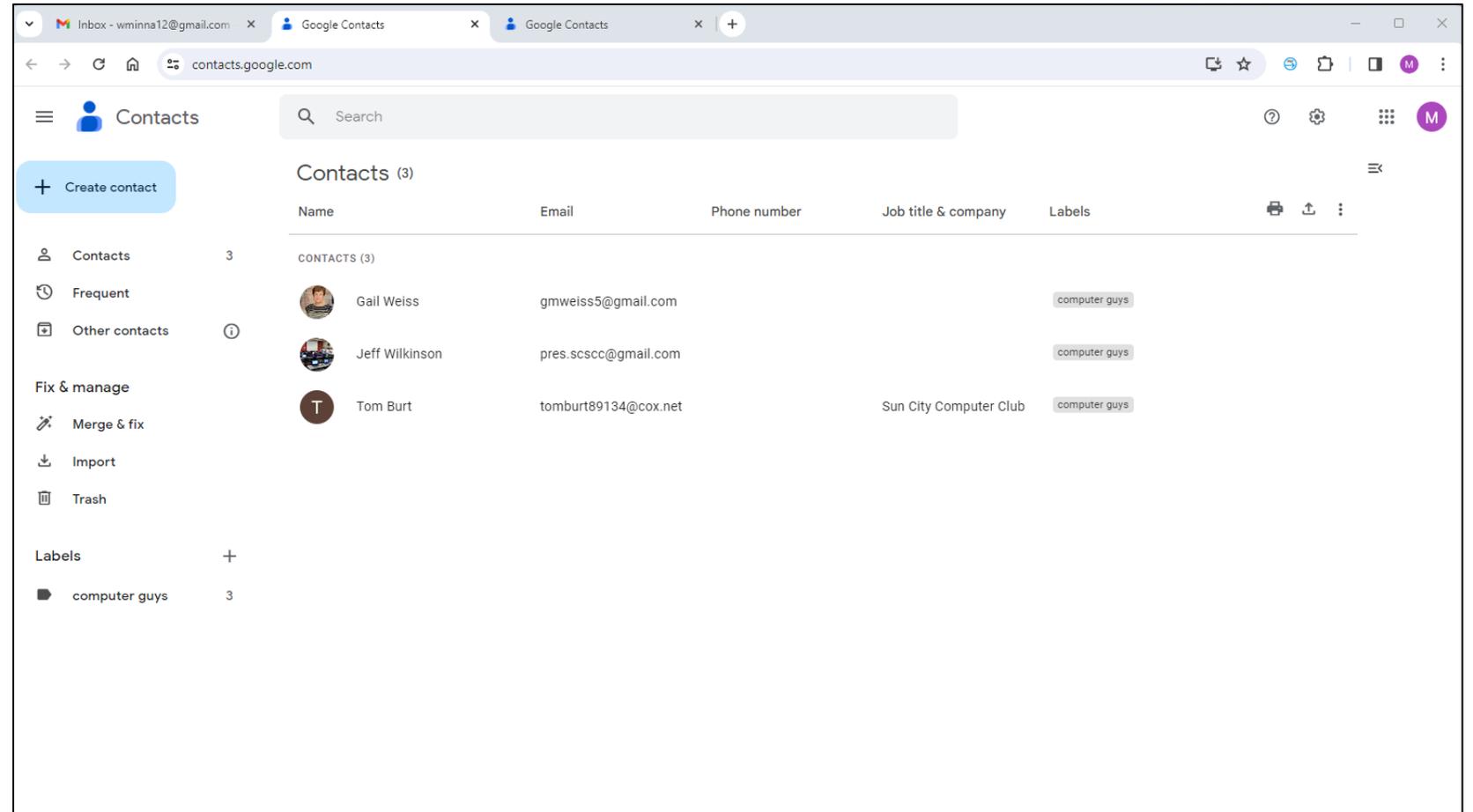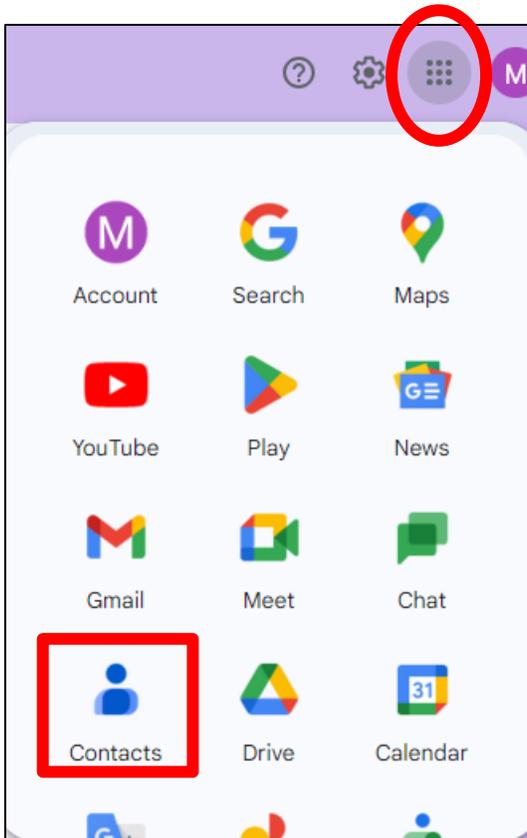# Gmail Contacts on Your Computer

Accessing Contacts using URL

contacts.google.com

Accessing Contacts in GMail

▸ From the SideBar

Accessing Contacts in GMail

▸ From the Apps Menu

Creating a Contact

Contacts Menu

Additional Icons

PRINT

EXPORT

Print contacts

○ Selected contacts (0)

● Contacts (3) ▾

Cancel   Print

Export contacts ⓘ

○ Selected contacts (0)

● Contacts (3) ▾

Export as

● Google CSV
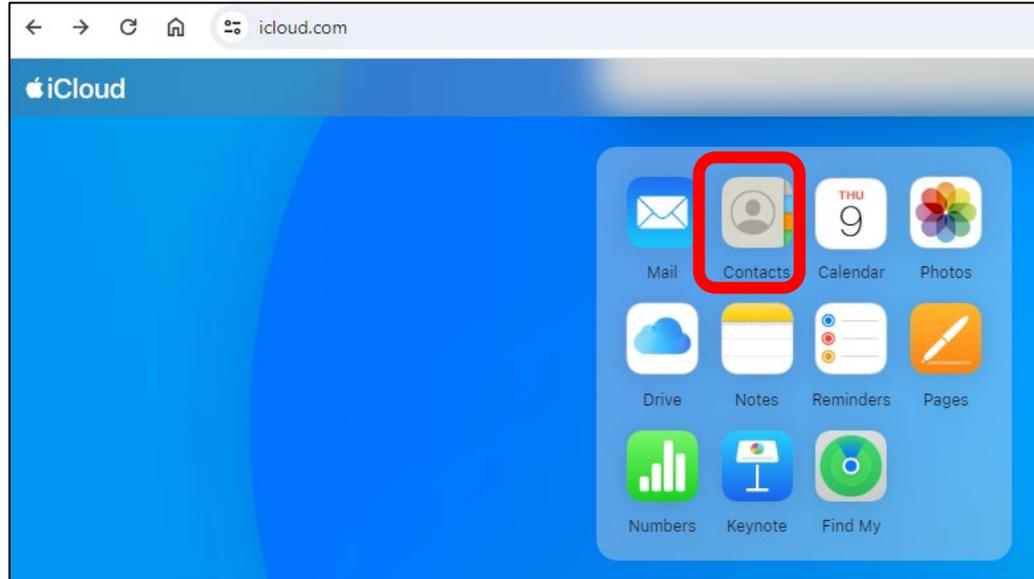
○ Outlook CSV

○ vCard (for iOS Contacts)

Cancel   Export

Exporting Contacts from Gmail (Google CVS file)
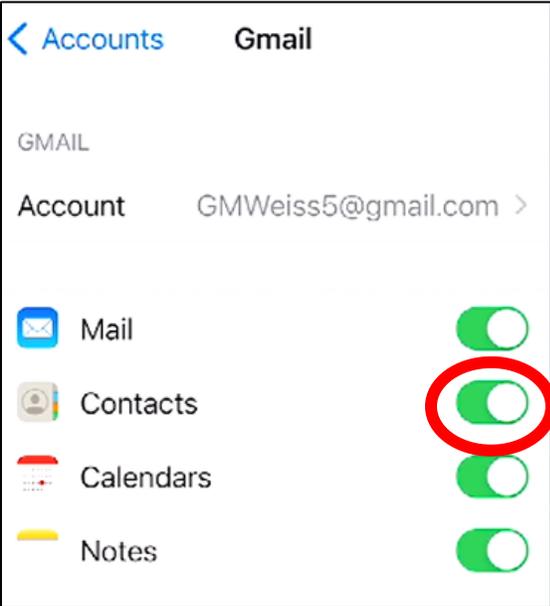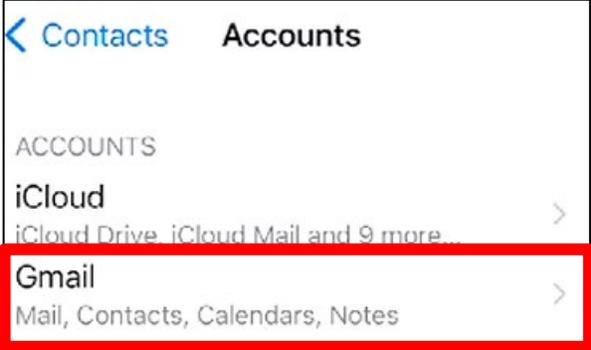
Importing Contacts to your Phone
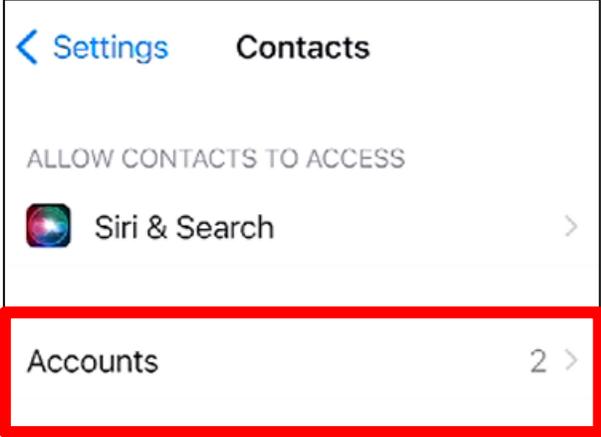
Using Labels to Group Contacts
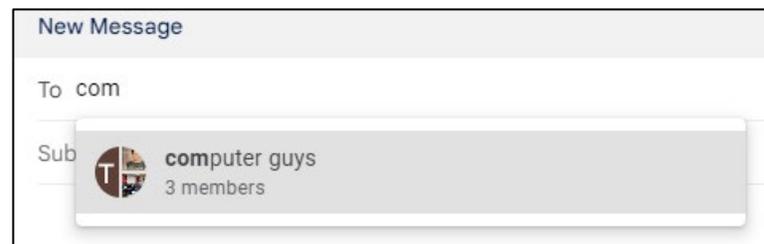
Addressing an Email
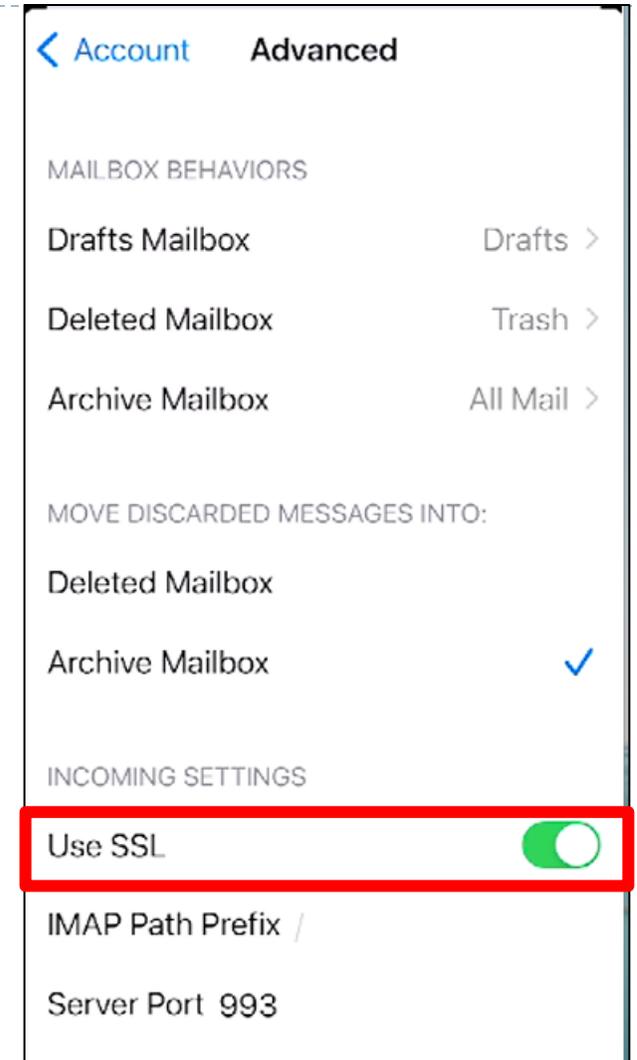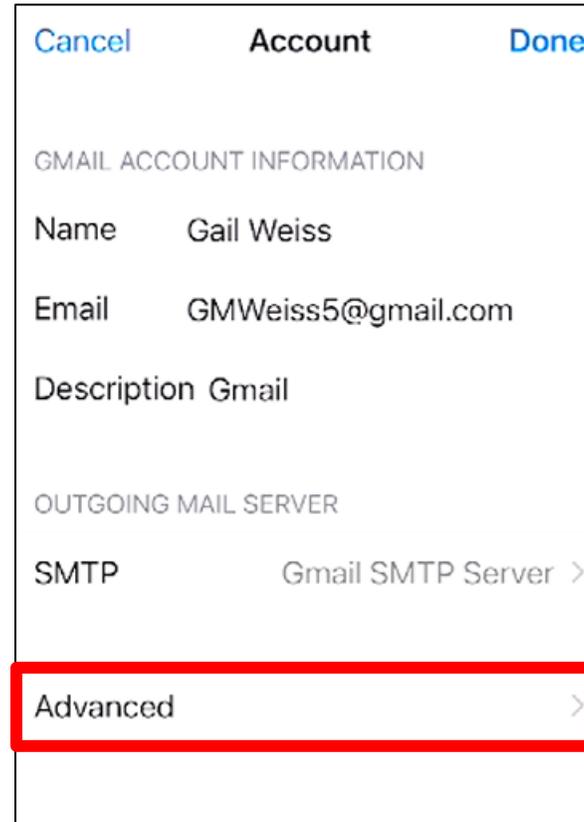
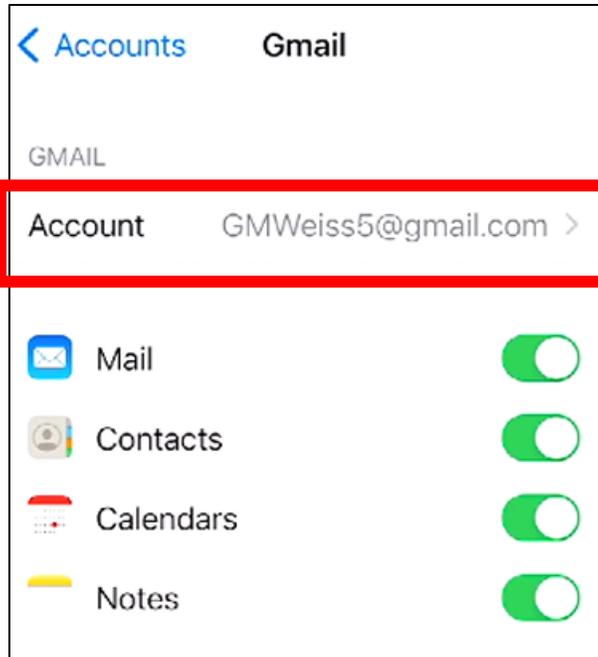▶ Start typing the name in the To field
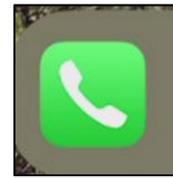
Contacts on Your iPhone

Synching iPhone Contacts with Gmail

Synching iPhone Contacts with Gmail

▶ iPhone Contacts

Phone Icon

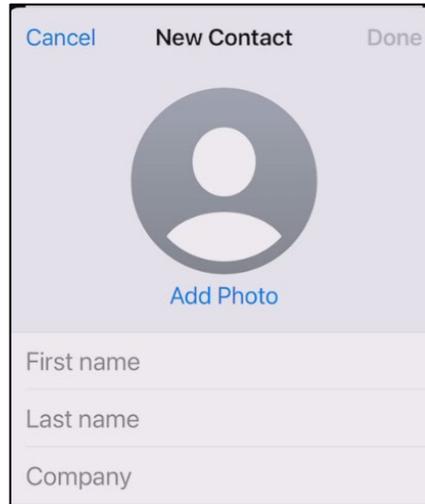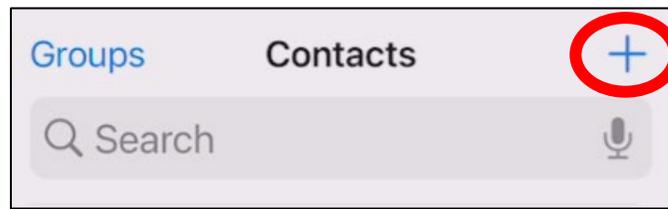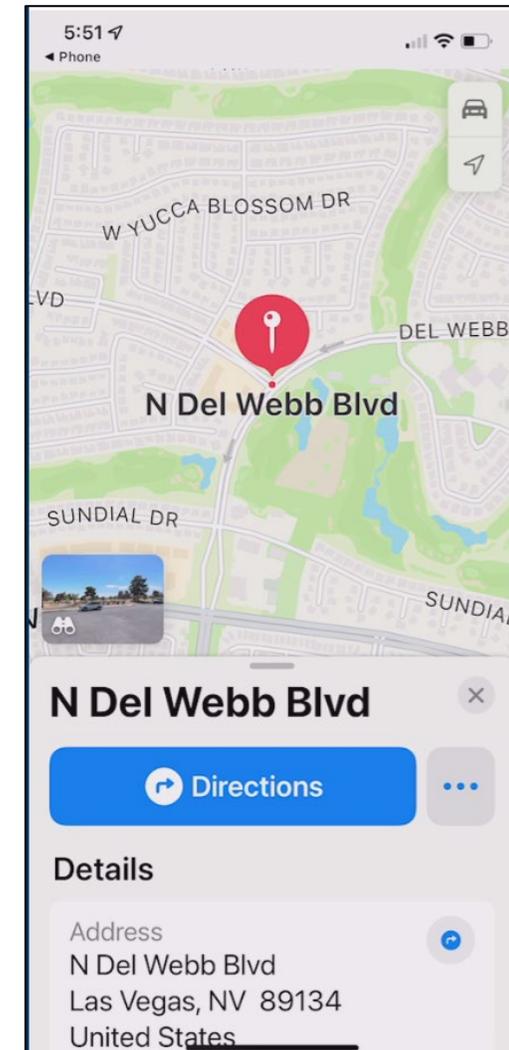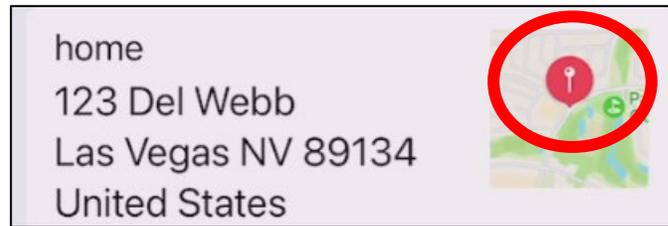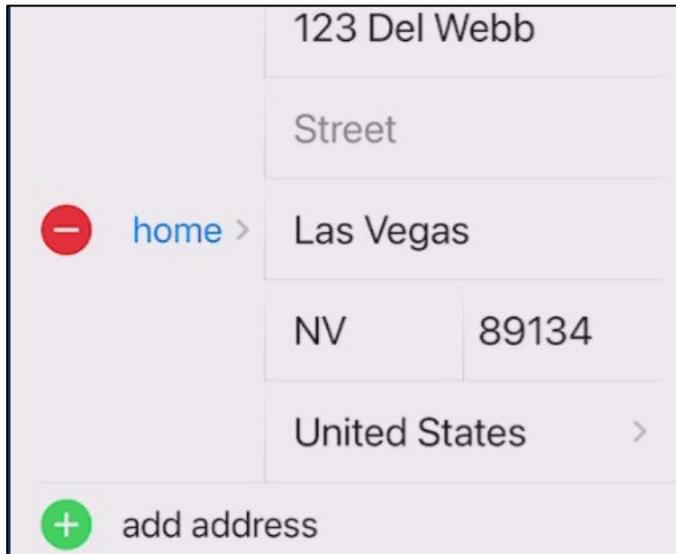▶ Favorites – Designate a contact as a Favorite

▶ Recents – Most recent calls made or received

▶ Contacts – Your Contact List

▶ Keyboard – Number Pad Used to Make a Call
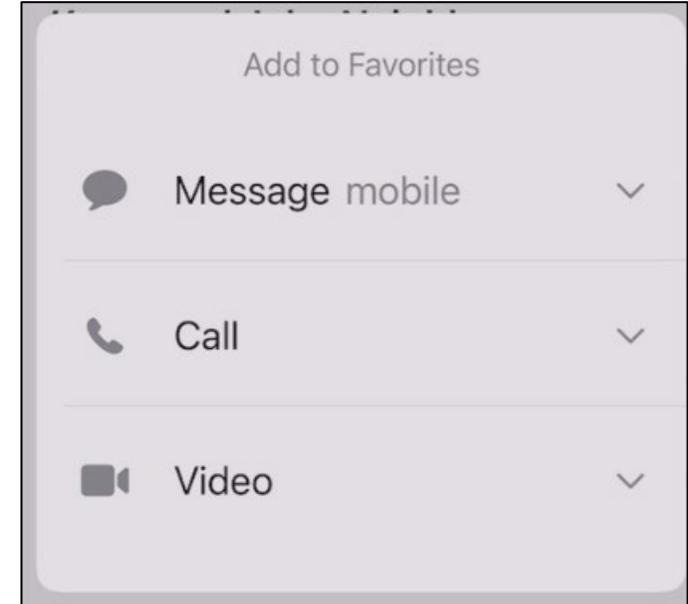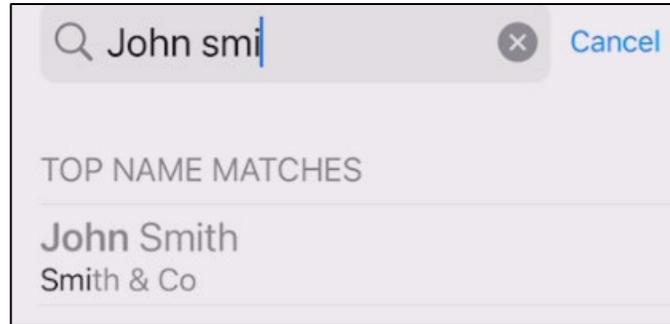
▶ Voicemail – Access your Phone Messages here
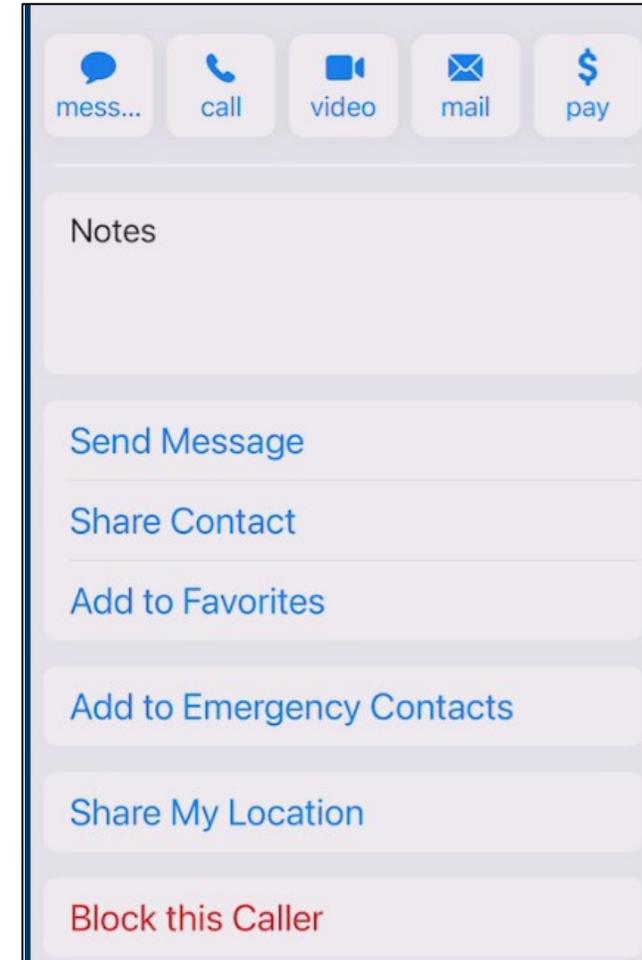
Adding a Contact
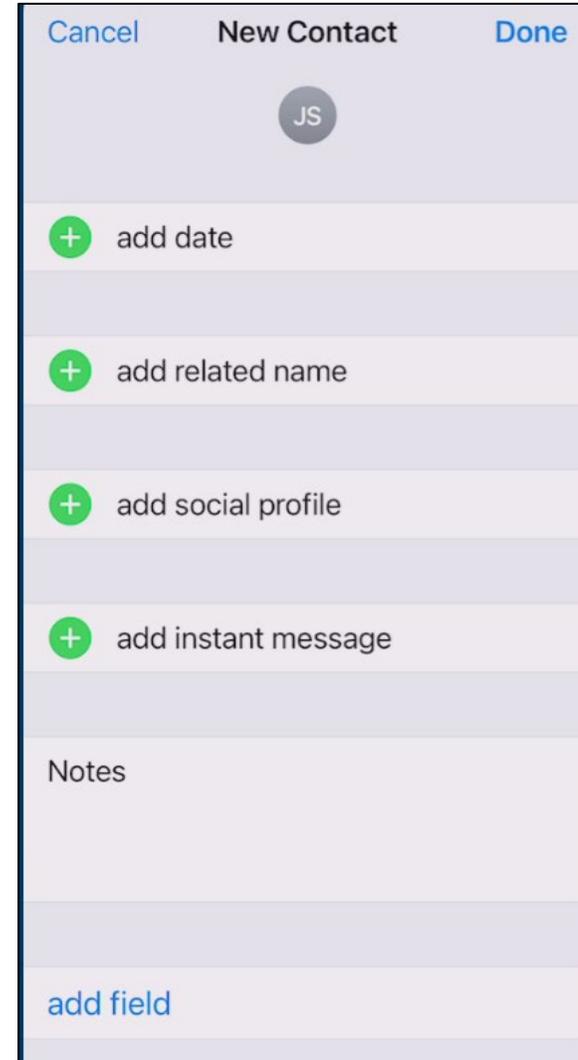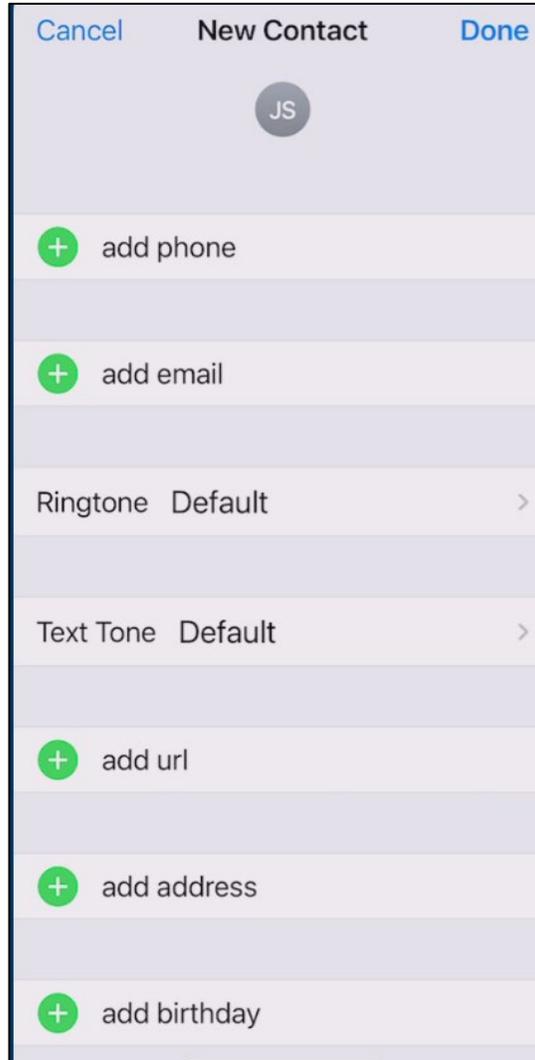
Importance of Adding an Address (GPS)

Making a Contact a Favorite

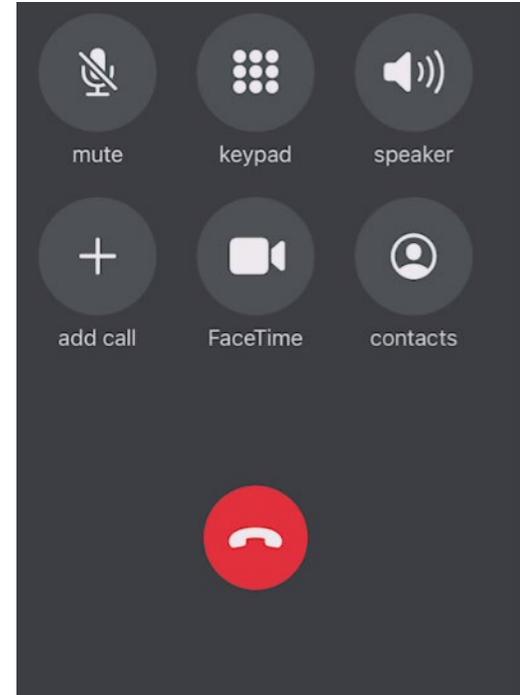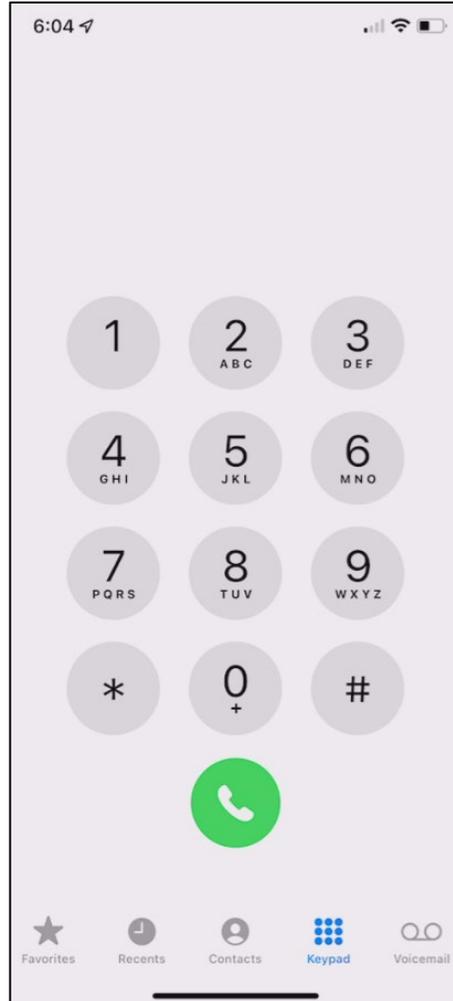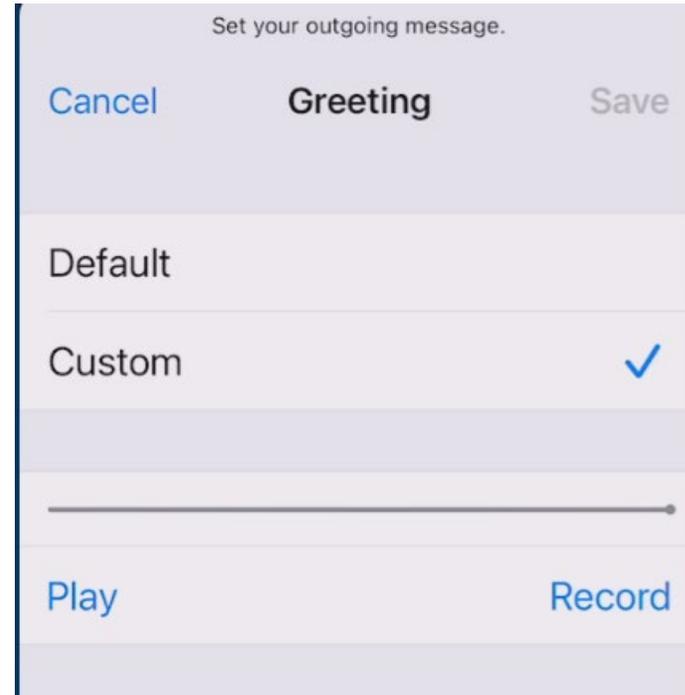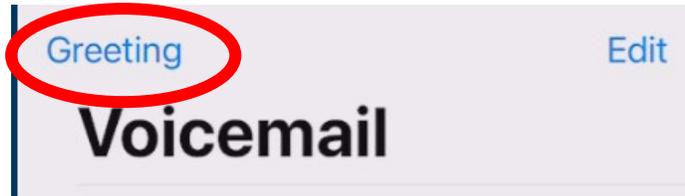# Contact Options

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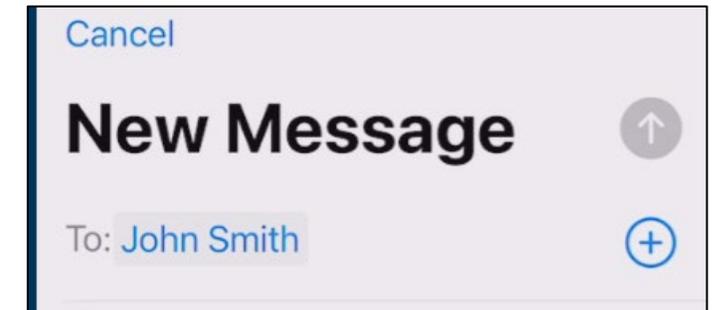- Add to Favorites
- Add to Emergency Contacts
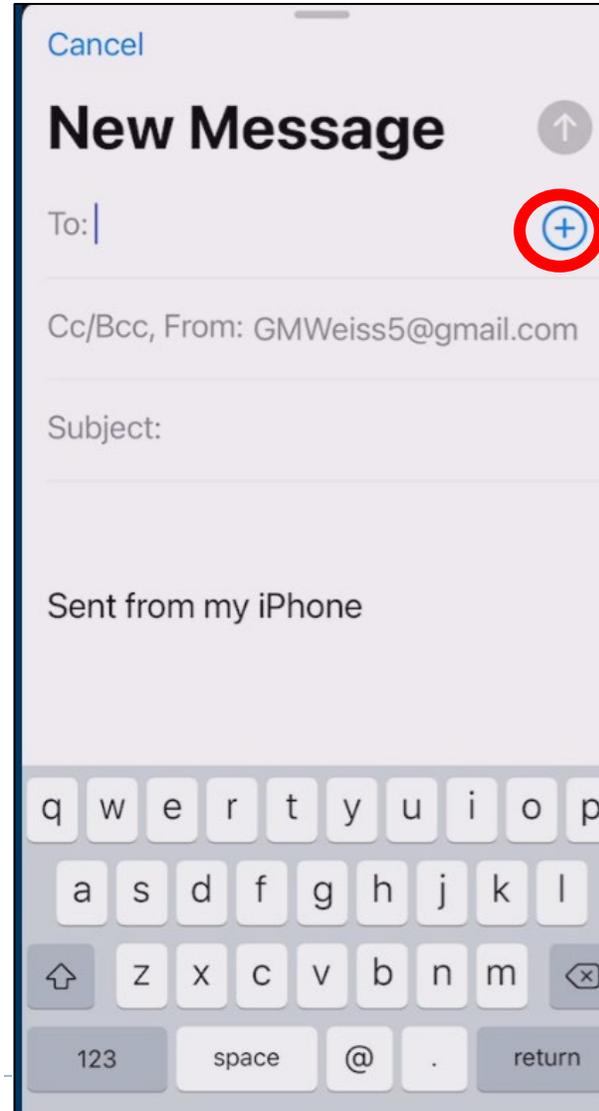- Share My Location
- Block this Caller

Keypad & Options While On A Call

Voice Mail

Sending an Email

Sending a Message

Edit   Messages

New Message   Cancel

To:

🔍 Smith   ⊗ Cancel

TOP NAME MATCHES

John Smith
Smith & Co

❮ Search

JS

John Smith

Smith & Co

mess...   call   video   mail   pay

mobile

Chose Phone Number

New Message   Cancel
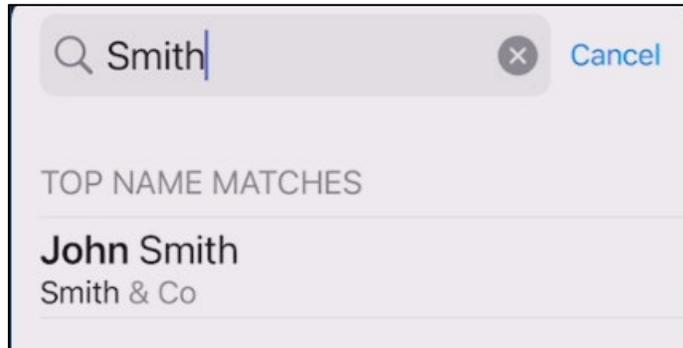
To: John Smith
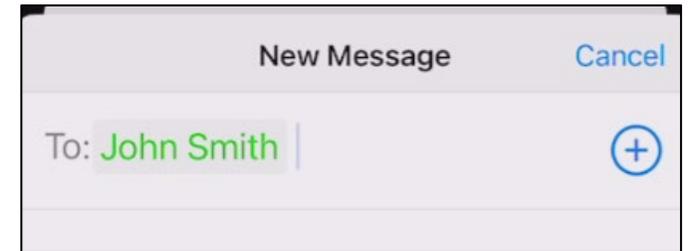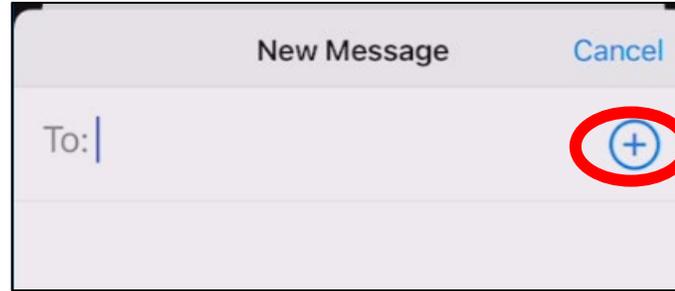
Android Phone – Backup & Sync Device Contacts

▸ 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