

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**
 - ▶ Syncing 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

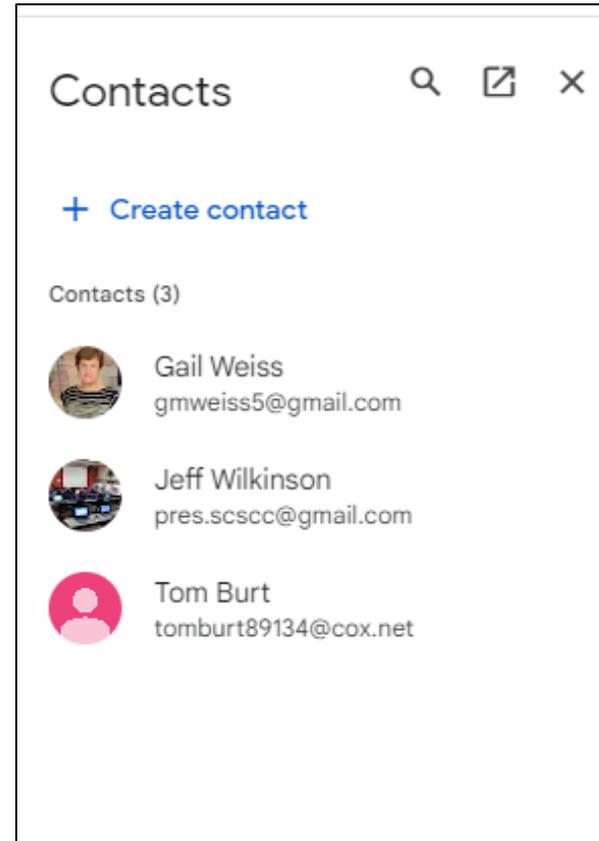
Gmail Contacts on Your Computer

Accessing Contacts using URL



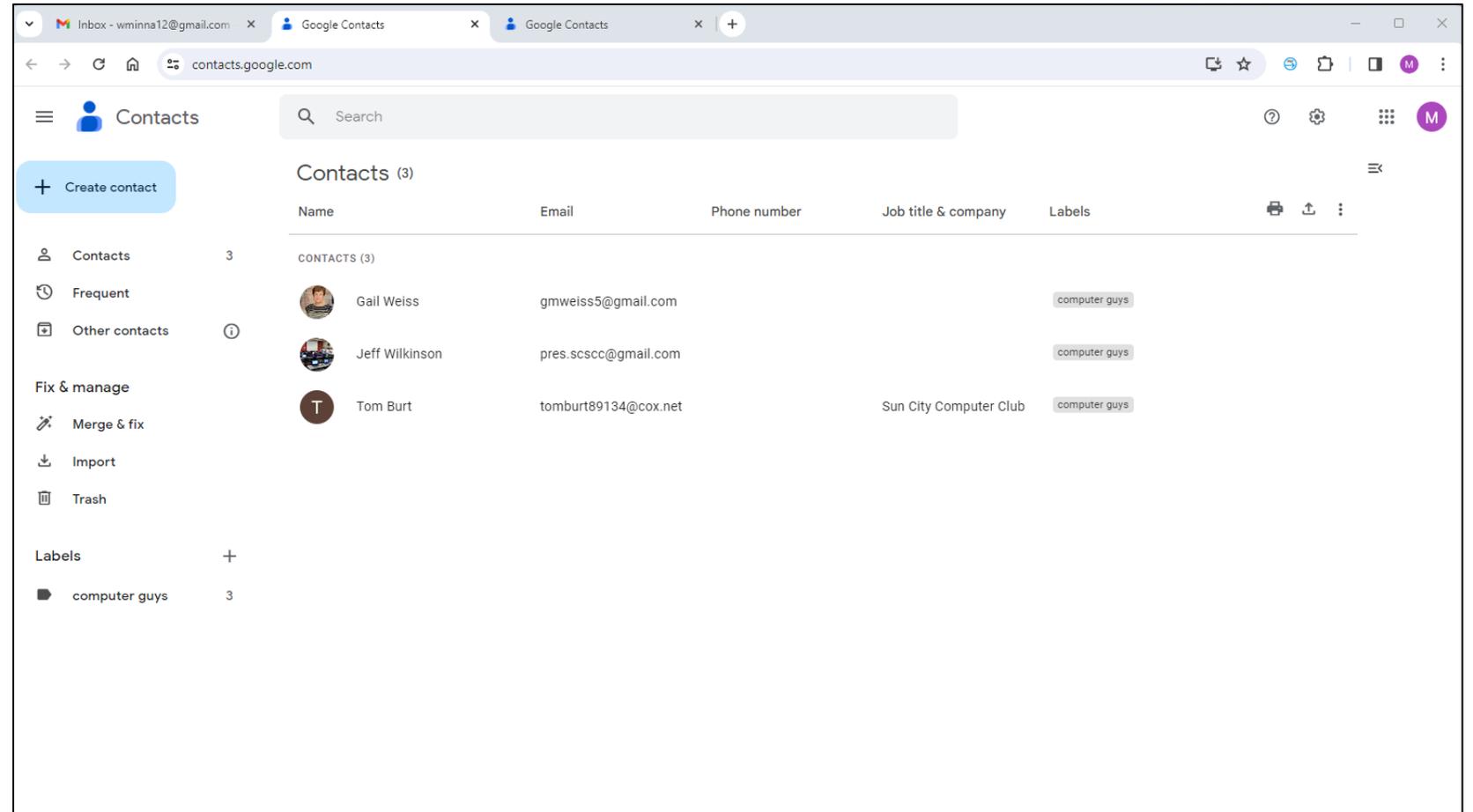
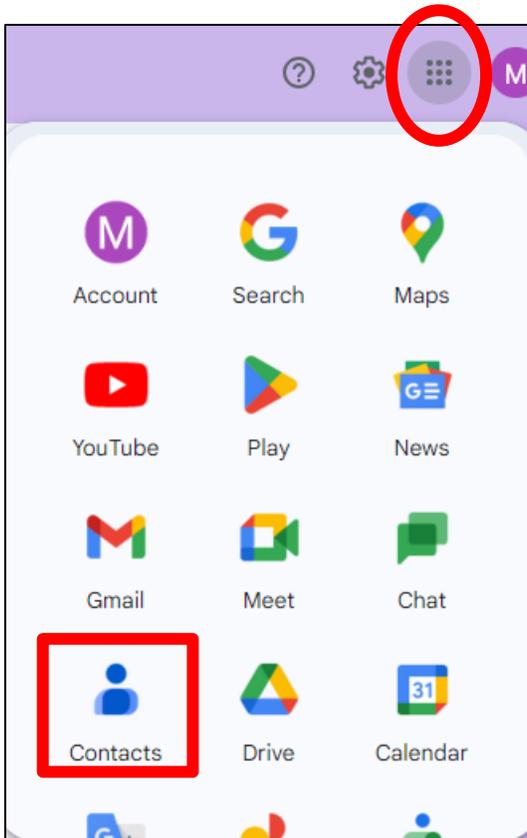
Accessing Contacts in GMail

► From the SideBar



Accessing Contacts in GMail

► From the Apps Menu



Creating a Contact

+ Create contact

👤 Create a contact

👥 Create multiple contacts

×

 + Label

👤 First name ⋮ ▼

Last name

📅 Company ▼

Job title

✉ Email

+ Add email

📞  ▼ Phone

+ Add phone

+ Add address

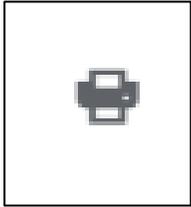
📅 Month ▼ Day Year (optional)

📄 Notes

Contacts Menu

	Contacts	3
	Frequent	
	Other contacts	
Fix & manage		
	Merge & fix	
	Import	
	Trash	
Labels		
	computer guys	3

Additional Icons



PRINT

Print contacts

Selected contacts (0)

Contacts (3) ▼

Cancel Print



EXPORT

Export contacts ?

Selected contacts (0)

Contacts (3) ▼

Export as

Google CSV

Outlook CSV

vCard (for iOS Contacts)

Cancel Export

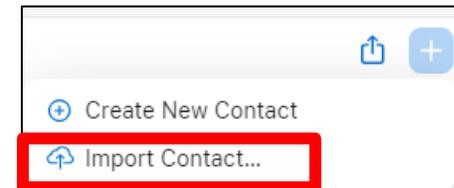
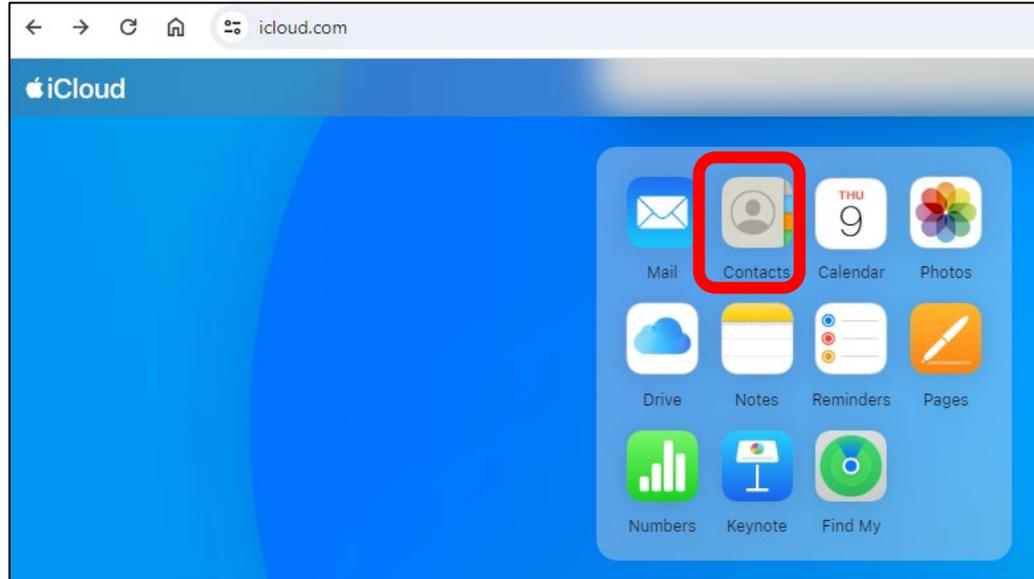
Exporting Contacts from Gmail (Google CVS file)

The screenshot shows the Microsoft Excel interface with the following details:

- File Name:** contacts (1).csv • Saved to this PC
- Ribbon:** Home
- Font:** Calibri, size 11
- Clipboard:** Paste, Copy, Cut, Undo, Redo
- Font Style:** Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (fill)
- Alignment:** Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent, Wrap Text, Merge & Center
- Formula Bar:** A1, Name
- Spreadsheet Data:**

	A	B	C	D	E	F	G	H
1	Name	Given Name	Additional	Family Name	Yomi Name	Given Name	Additional	Family Name
2	Gail Weiss	Gail		Weiss				
3	Jeff Wilkin	Jeff		Wilkinson				
4	Tom Burt	Tom		Burt				
5								
6								

Importing Contacts to your Phone



Using Labels to Group Contacts



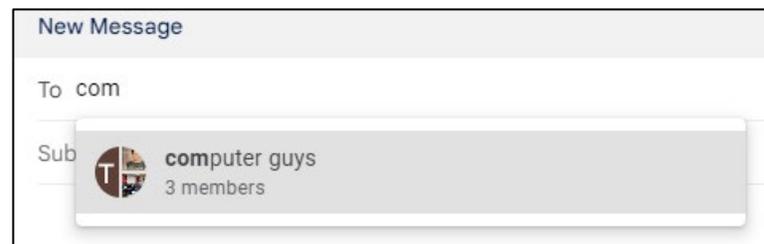
Create label

New label

Cancel Save



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



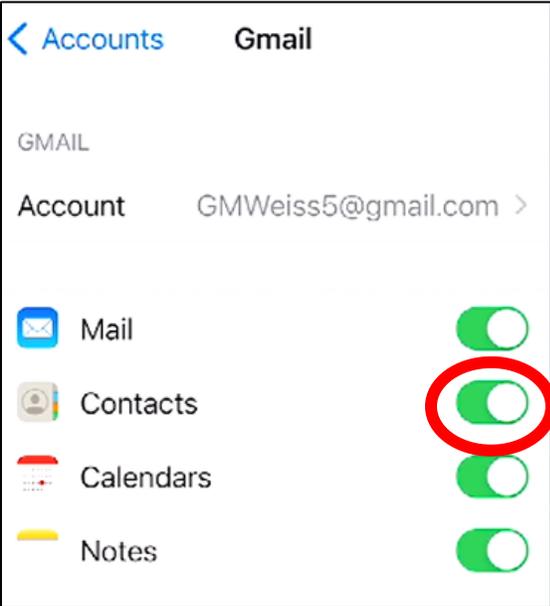
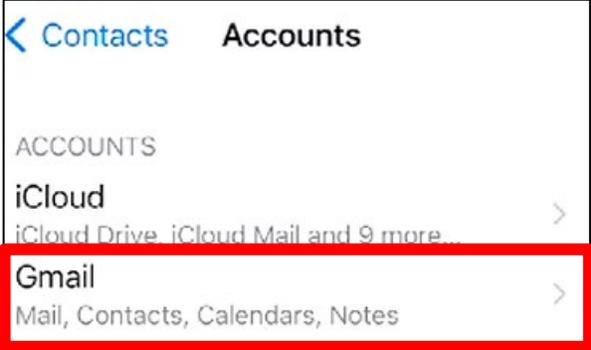
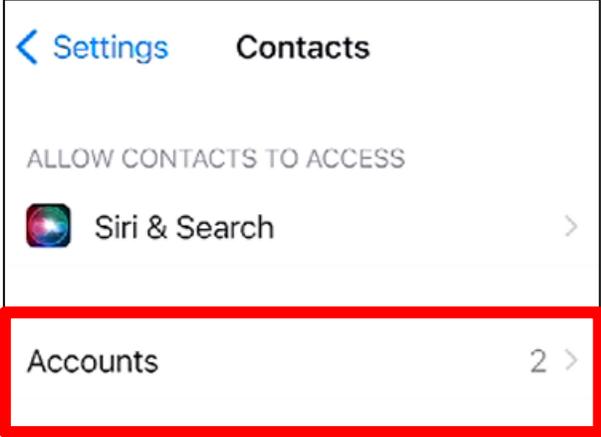
Addressing an Email

- ▶ Start typing the name in the To field



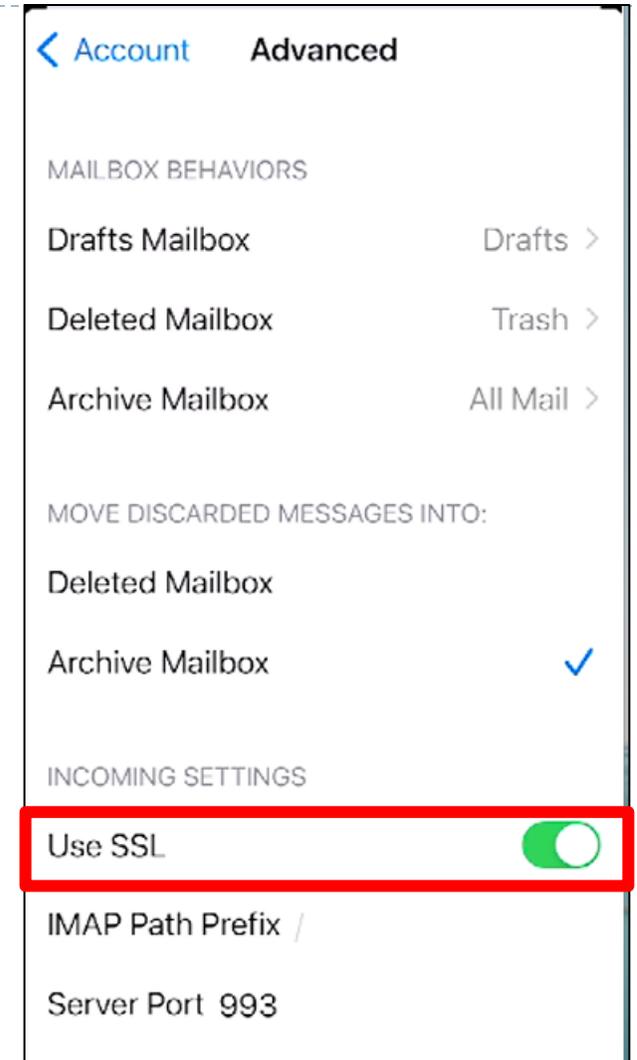
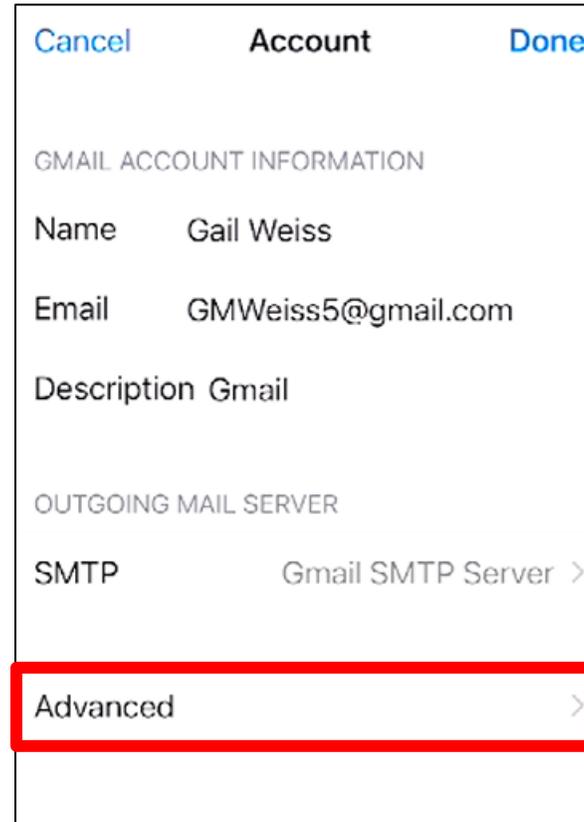
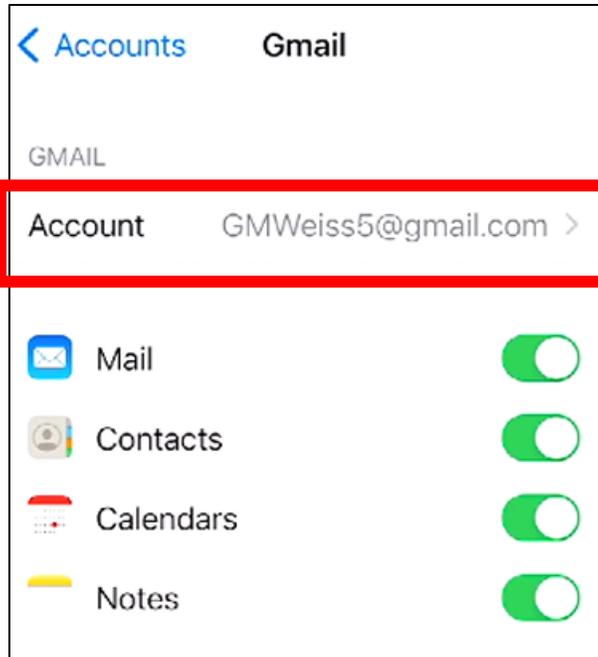
Contacts on Your iPhone

Synching iPhone Contacts with Gmail

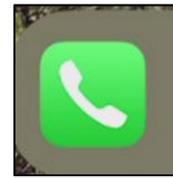


Syncing iPhone Contacts with Gmail

▶ iPhone Contacts



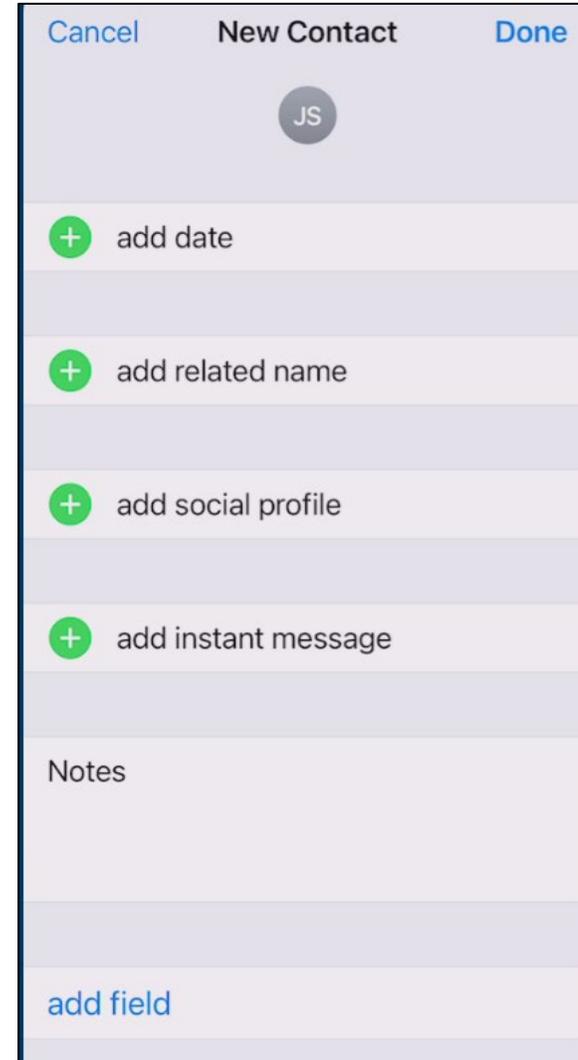
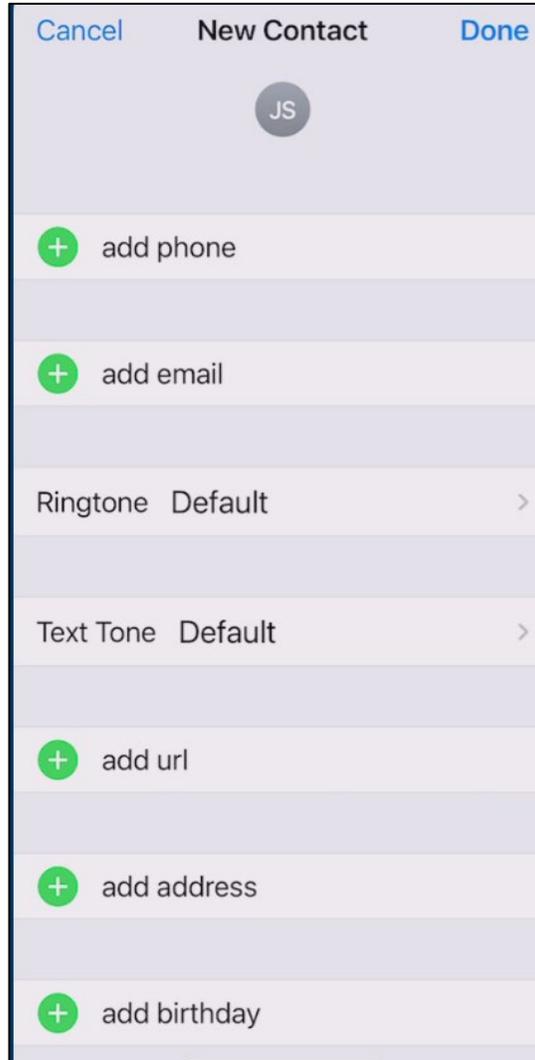
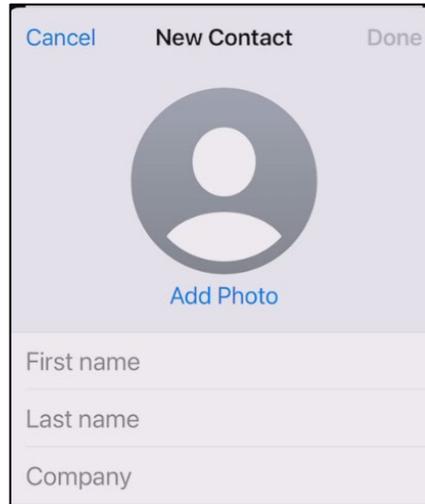
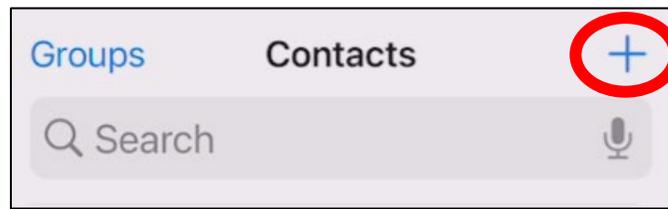
Phone Icon



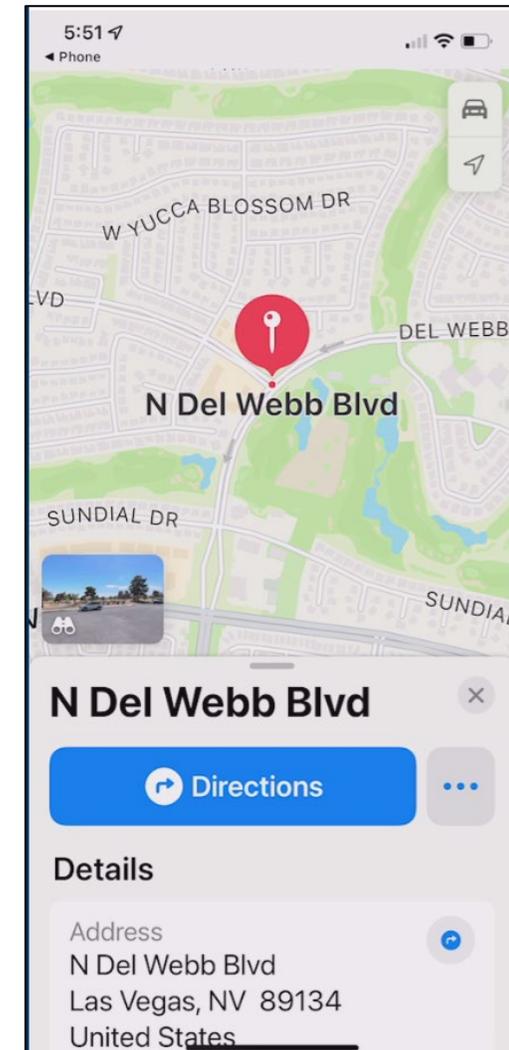
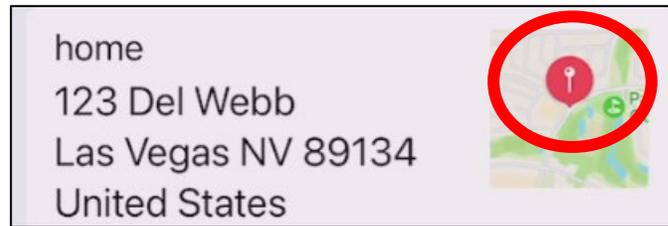
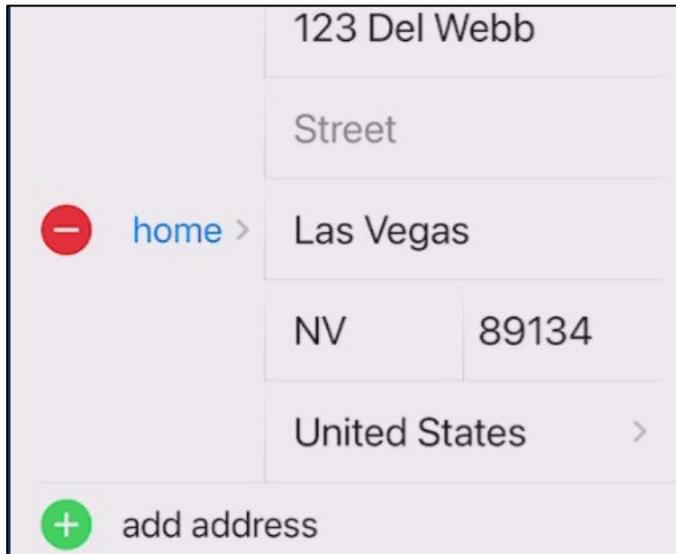
- ▶ Favorites – Designate a contact as a Favorite
- ▶ Recents – Most recent calls made or received
- ▶ Contacts – Your Contact List
- ▶ Keyboard – Number Pad Used to Make a Call
- ▶ Voicemail – Access your Phone Messages here



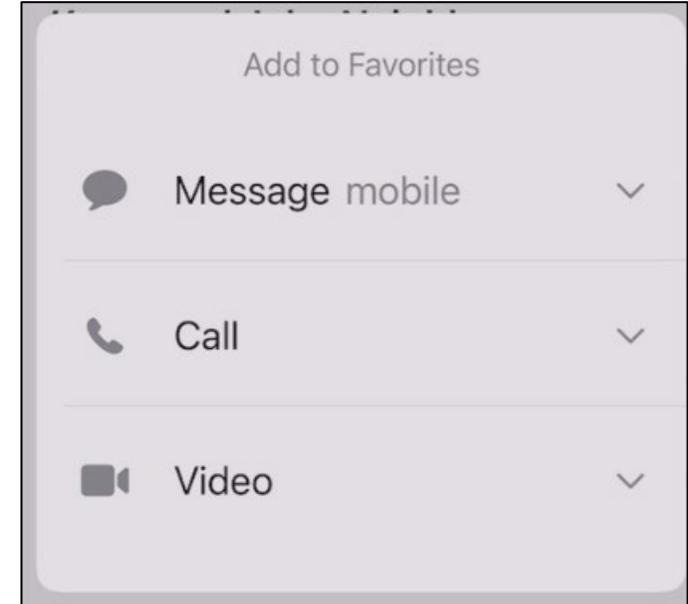
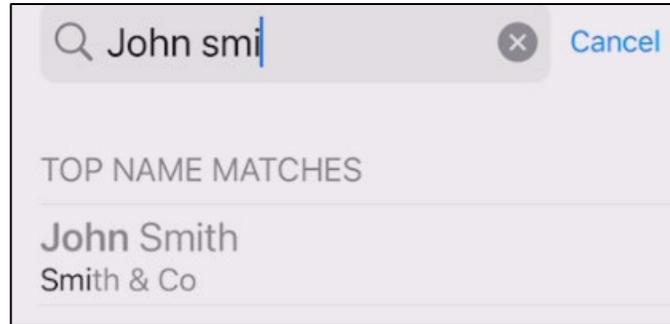
Adding a Contact



Importance of Adding an Address (GPS)

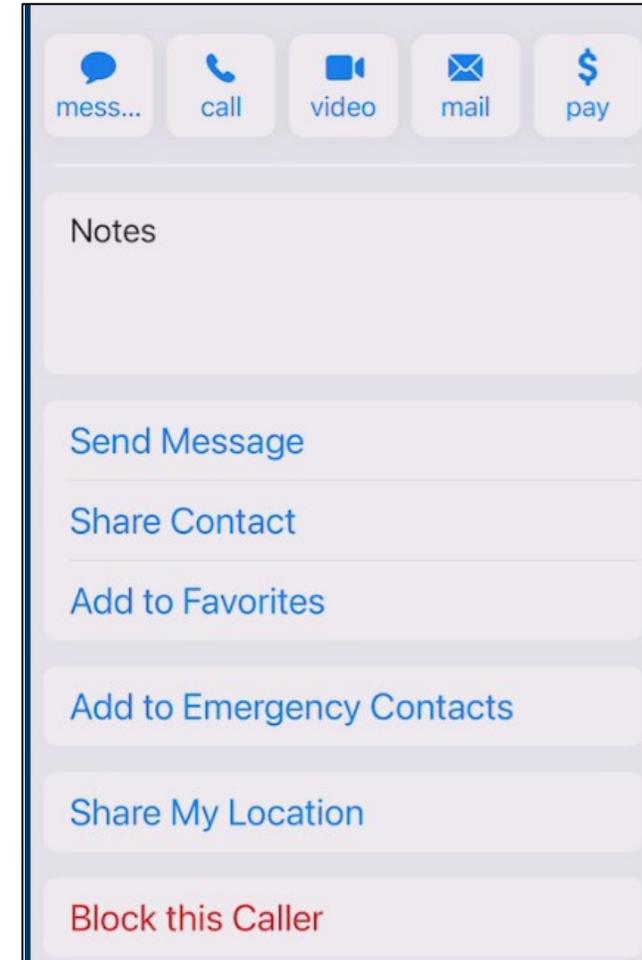


Making a Contact a Favorite

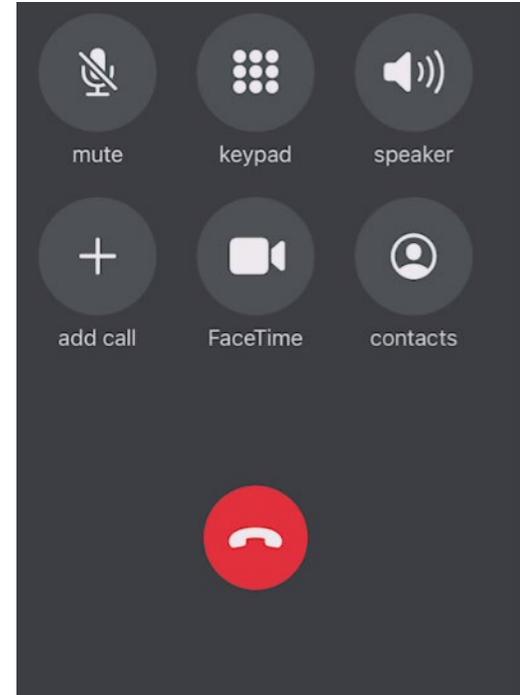
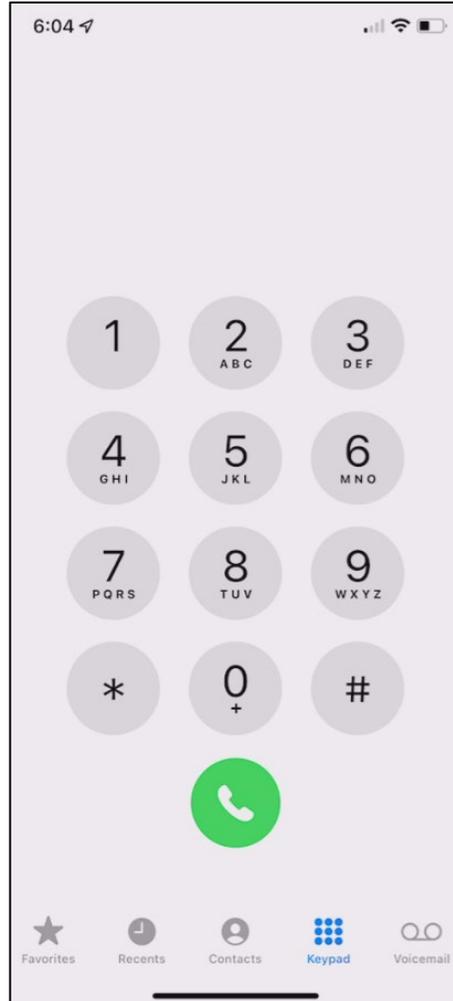


Contact Options

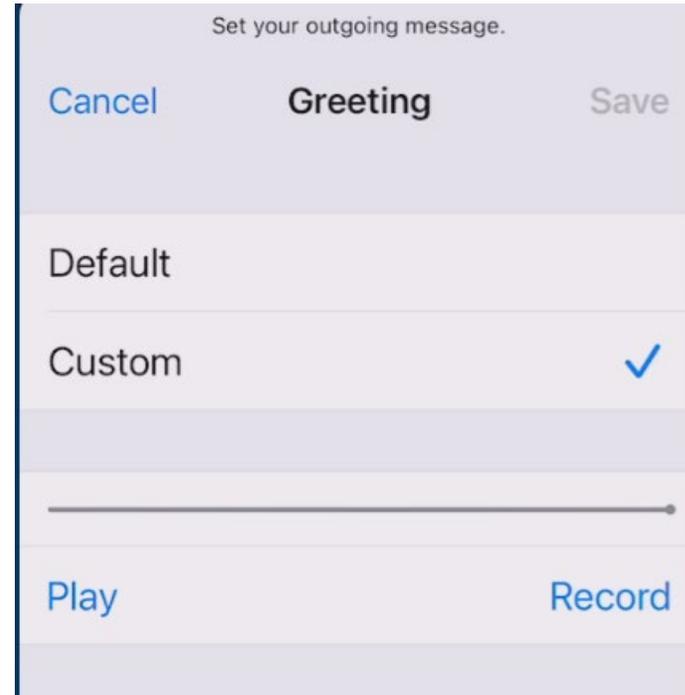
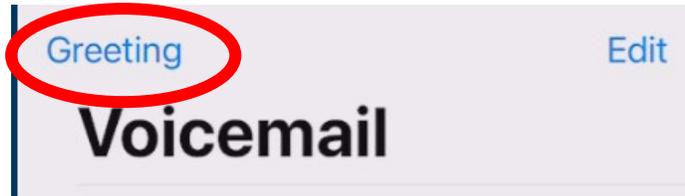
- ▶ Send a message (Phone Number)
- ▶ Call (Phone Number)
- ▶ Video (Phone Number)
- ▶ Mail (Email Address)
- ▶ Pay (Email Address)
- ▶ Share Contact
- ▶ Add to Favorites
- ▶ Add to Emergency Contacts
- ▶ Share My Location
- ▶ Block this Caller



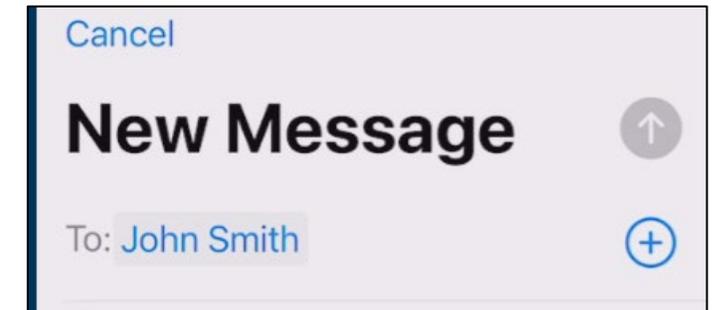
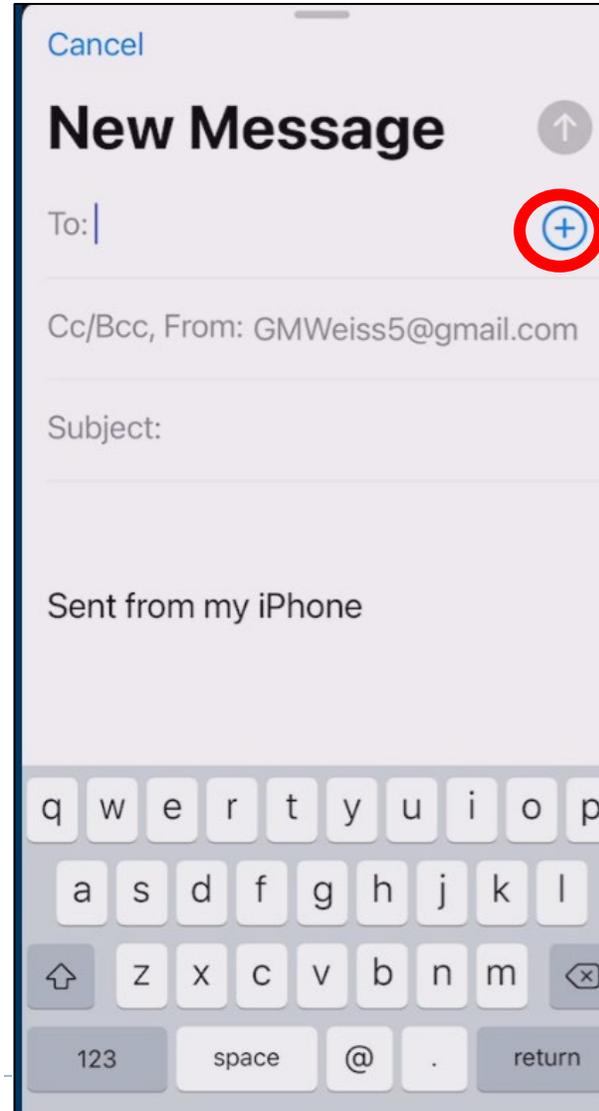
Keypad & Options While On A Call



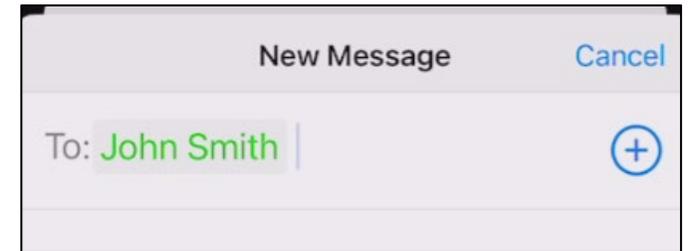
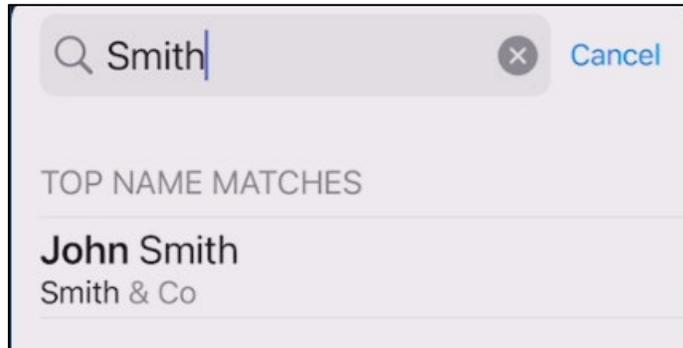
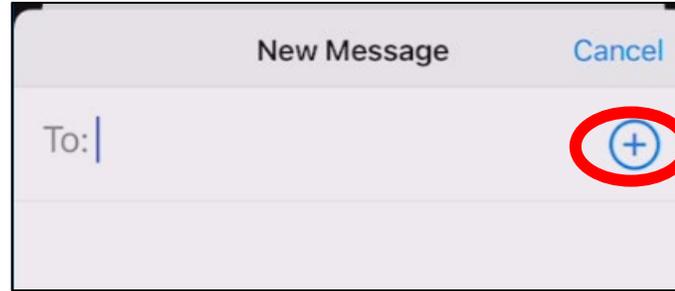
Voice Mail



Sending an Email



Sending a Message



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