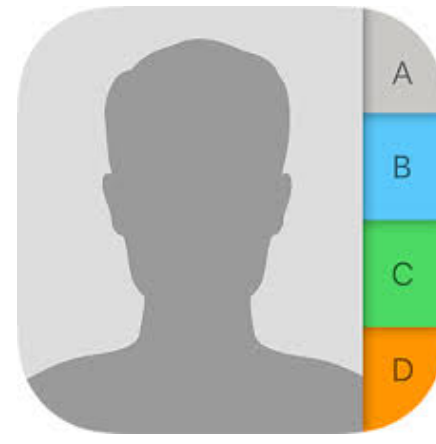


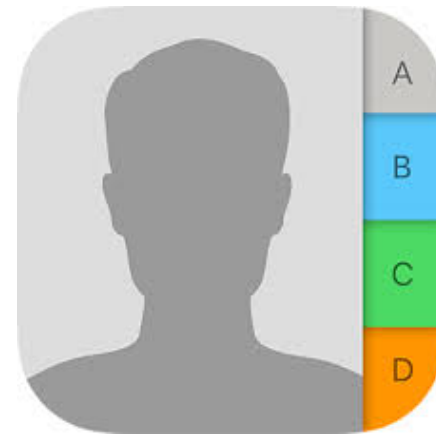
# IOS Contacts

The Core for Communications



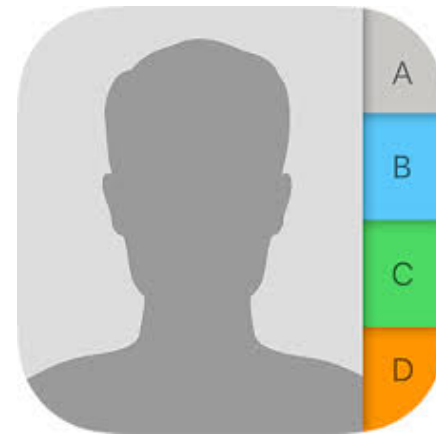
## Step 1....Open Contacts, tap + to add new contact

- Fill in completely all fields that are applicable and add picture if desired
- Use the “company” field to label for later searches (profession, location, etc.)
- Touch the green plus sign repeatedly if necessary to show specific labels
- If desired, choose a ringtone and a text tone for that specific contact
- Be sure to tap “Done” when completed



## Step 2....Set your contact for autofill

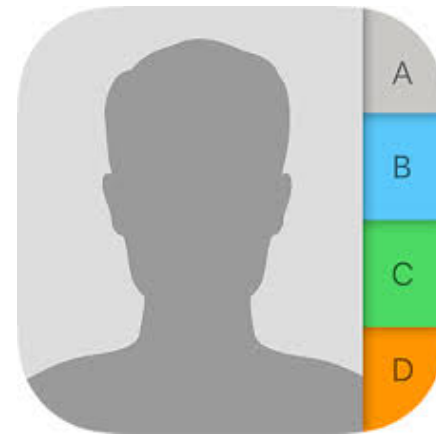
- From your home screen tap “Settings”
- Scroll down the left side and tap Safari
- On the right side tap “Autofill”
- Turn on “Use Contact Info”
- Tap “My Info” and select your contact. Also turn on “Names and Passwords”



## Step 3....Organize display of contacts

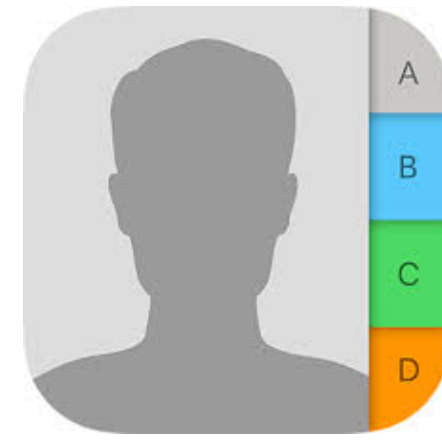
- From your home screen tap Settings
- Scroll down the left side and tap Contacts
- Choose the order to sort and display
- Choose **your** contact card in the “my info” field
- Set “Contacts found in apps” switch to green





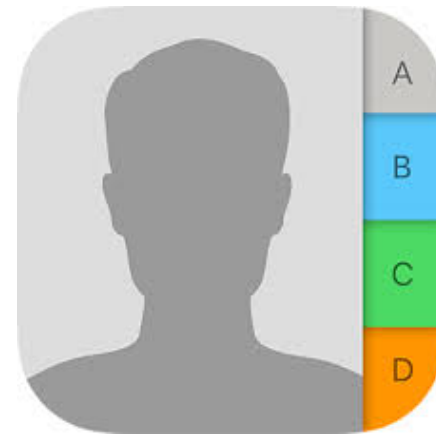
## Step 4....Sync contacts to all devices

- Select “Settings” and tap on your name at the top
- Tap iCloud (sign in if necessary)
- Set Contacts switch to green
- Do the same on your other devices (phone, iPad, etc)



## Step 5 ....Use contact page to communicate

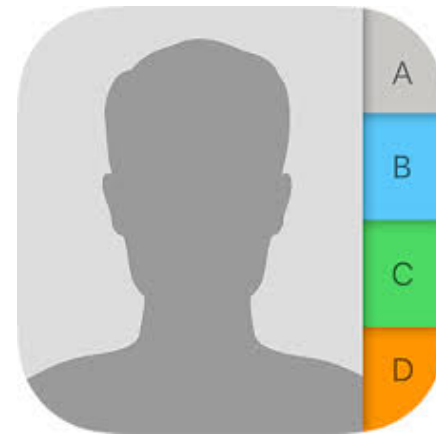
- Just below the name, tap whichever type of communication you desire
- The appropriate app will open and be addressed ready to go
- FaceTime may show video or audio call choice



## Step 6....Share a contact

- Open the contact, scroll to the page bottom & tap Share Contact
- Choose the way you wish to send the information
- The contact information is sent so the recipient can simply tap the card to add it to his/her contacts. Works for Apple and Android devices.

**NOTE: Information in the “notes” section does not transfer**



## Step 7....Delete a contact

- Open a contact
- Tap Edit at the top right of the page
- Scroll to the bottom of the page and tap Delete Contact