

Contacts - iOS 18 - iPhone Class

Essential Relationships

Accurate contacts allows efficient iPhone operation

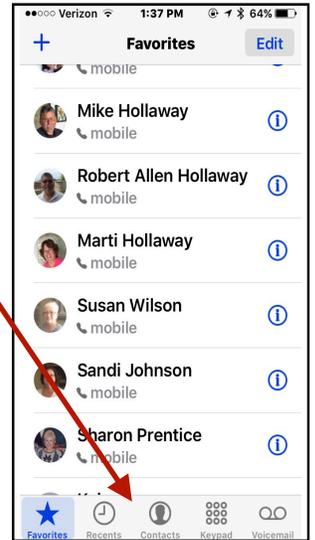


Finding Contacts



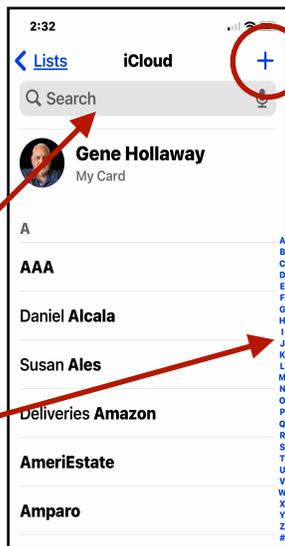
Tap Contacts

Phone App



New Contact

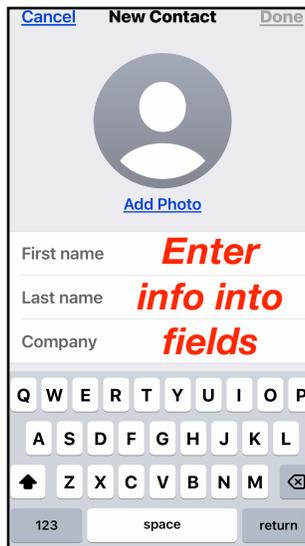
Opening Page



Locate Contact by Search, Scroll & Index

Ensure you have a Contact Card for yourself

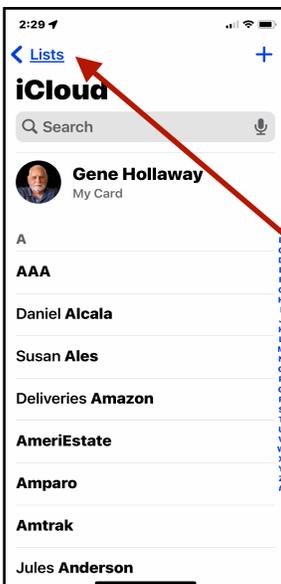
New Contact



Tap Done to save



Add a List

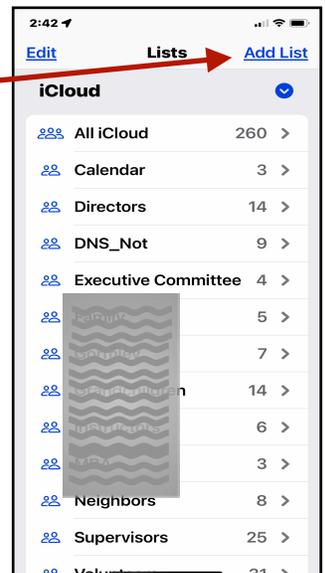


Go to first page of Contacts

Tap Lists

Tap Add List

Type list name, add contacts, & tap "Add List"

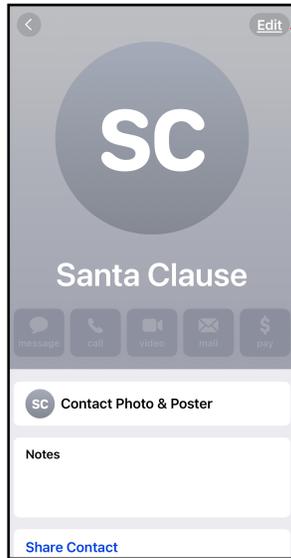


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Edit Contact

1. Locate Contact card

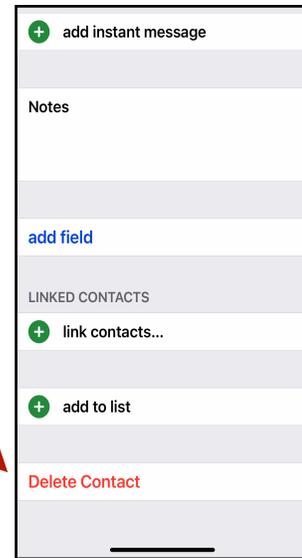
2. Open Card



3. Tap Edit

To Delete, scroll to page bottom, tap Delete & confirm

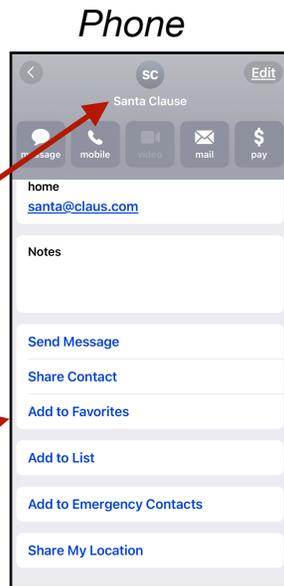
4. Make Changes



5. Tap Done to save

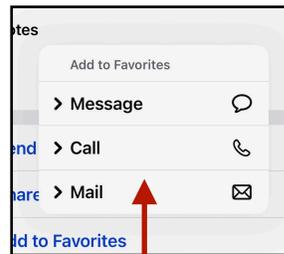
Add Contact to Phone Favorites

1. Open Contact card for the person

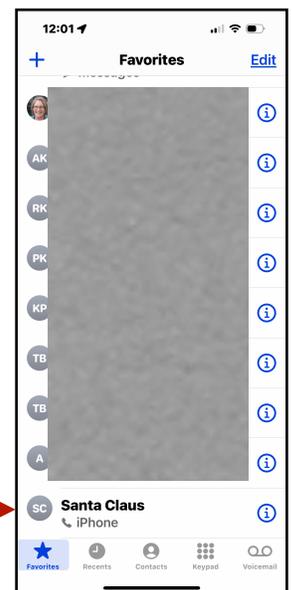


2. Tap Add to Favorites

Choose Method



3. Select which communication method to be added. Only one at a time.



Settings for Contacts

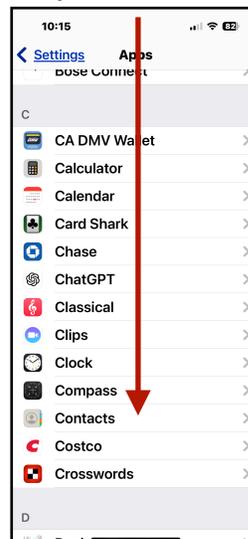


Tap Settings icon on Home Page

Scroll to & Tap Apps



Tap Contacts



Select Sort & Display options

Ensure your name is here

Options

