

ANDROID BASICS - MANAGING CONTACTS

OPERATION OF DEVICES > 0.3 OPERATING SMARTPHONES

TARGET GROUP	AGE GROUP	PROFICIENCY LEVEL	FORMAT	COPYRIGHT	LANGUAGE
Facilitators	N/A	Level 1	Background information	Protected by United States and international copyright and trademark laws	English

This resource contains information about managing contacts including adding, viewing and editing contacts.

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General Objective Skillset building

Preparation time for facilitator less than 1 hour

Competence area 0 - Operation of devices

Name of author GCFGlobal.org

Resource originally created in English

WORKSHOP DIRECTIONS

1 What are contacts?

Your **contacts list** is one of the most important things on your device. It's where you'll save **contact information** for the people you know, including their names, phone numbers, and email addresses.

This information isn't just for your records—it's also used by **other apps**. For instance, if you need to call or text one of your contacts, thankfully you don't have to remember his or her phone number. All you have to do is start entering information and the app will pull up the rest.

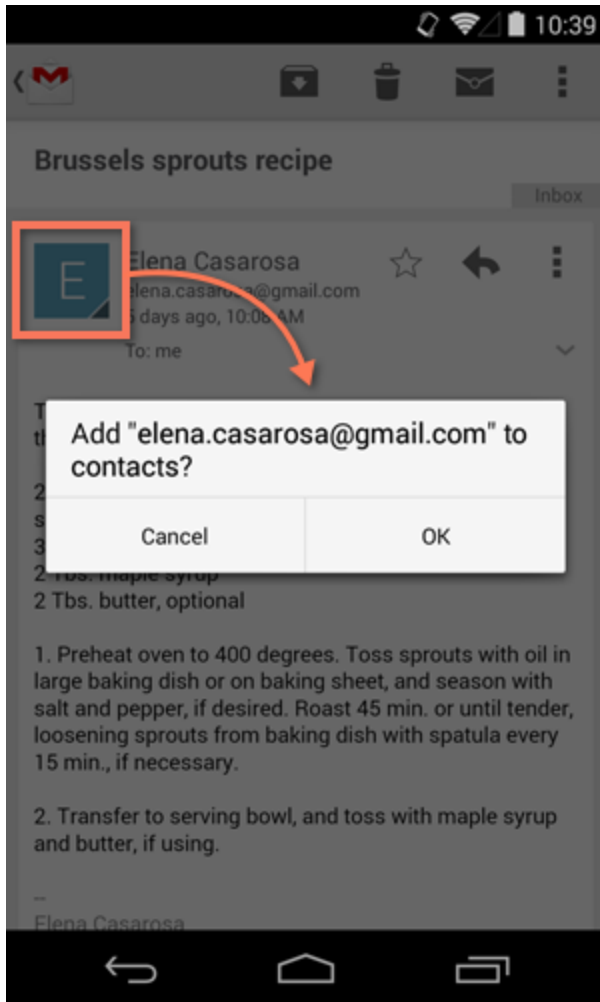
2 Adding contacts

If you have any existing **Google contacts**, they were most likely added when you set up your phone or tablet. Beyond that, you can easily add contacts manually. To get started, open the contacts app that came with your device. It's usually called **People** but may be called something else (for example, **Contacts**).



As you can see from the image above, you can add a new contact using the **add contact** button (which is usually identified by a + sign or something similar). A list of **fields** will appear where you can enter any kind of information you need, including a person's name, email address, and multiple phone numbers.

Sometimes you can add contacts directly from other apps, like if someone emails you for the first time and you'd like to save that person's address. To try this out, **tap** the person's information (or **tap and hold** if that doesn't work). You should be taken to a screen or dialog box where you can quickly add the person to your contacts.

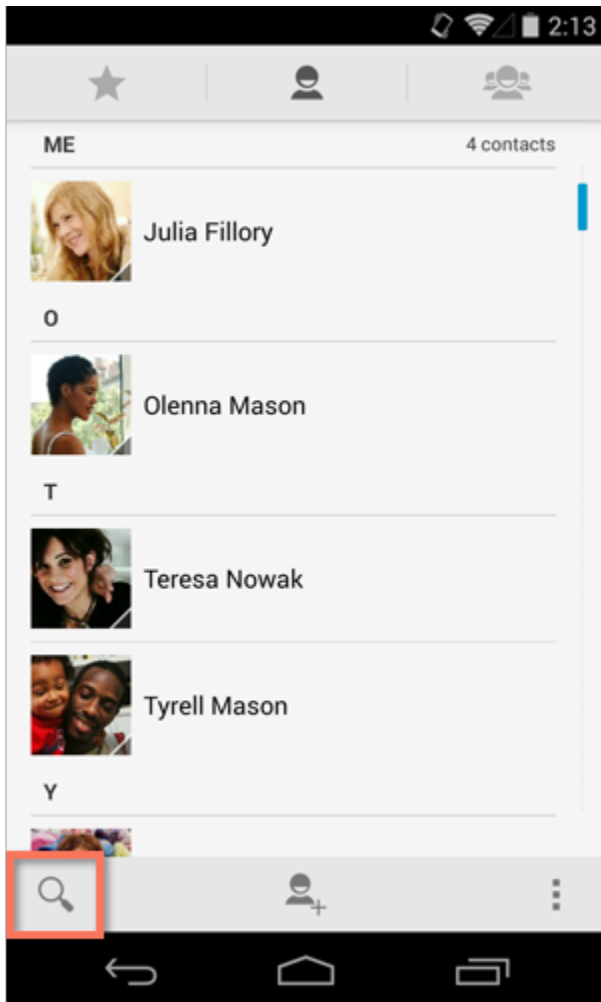


3 Viewing and editing contacts

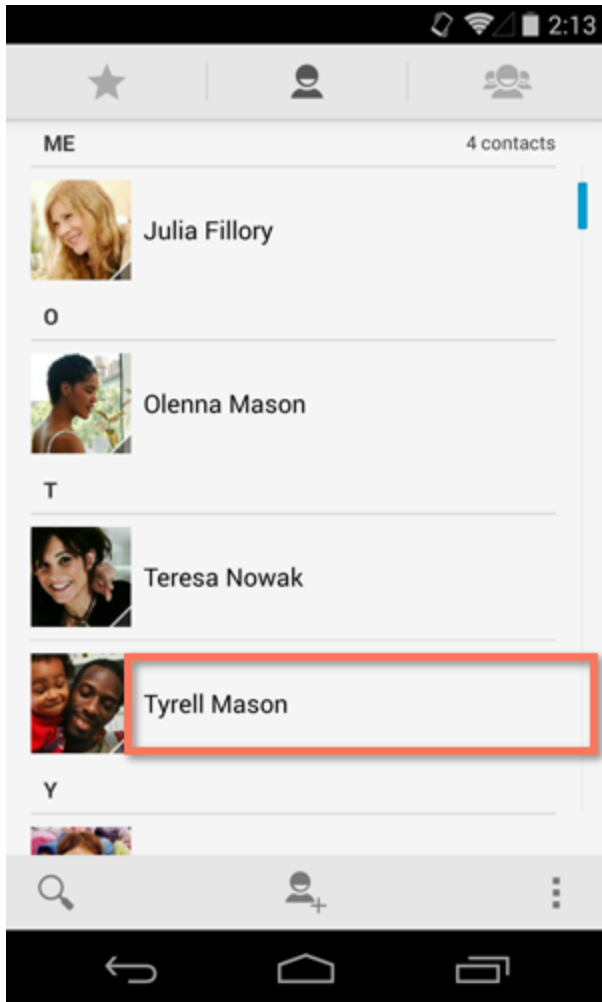
You'll return to the **People** app whenever you need to view or edit one of your contacts. Each version of this app is different (for example, yours might have different icons), but some tasks are still fairly universal. Here are some tips to help you learn your way around.

- To **browse** your contacts, scroll up and down the list. They're usually sorted alphabetically by first name.
- To **search** for a contact, tap the **search button**. You can find the person you're looking for by

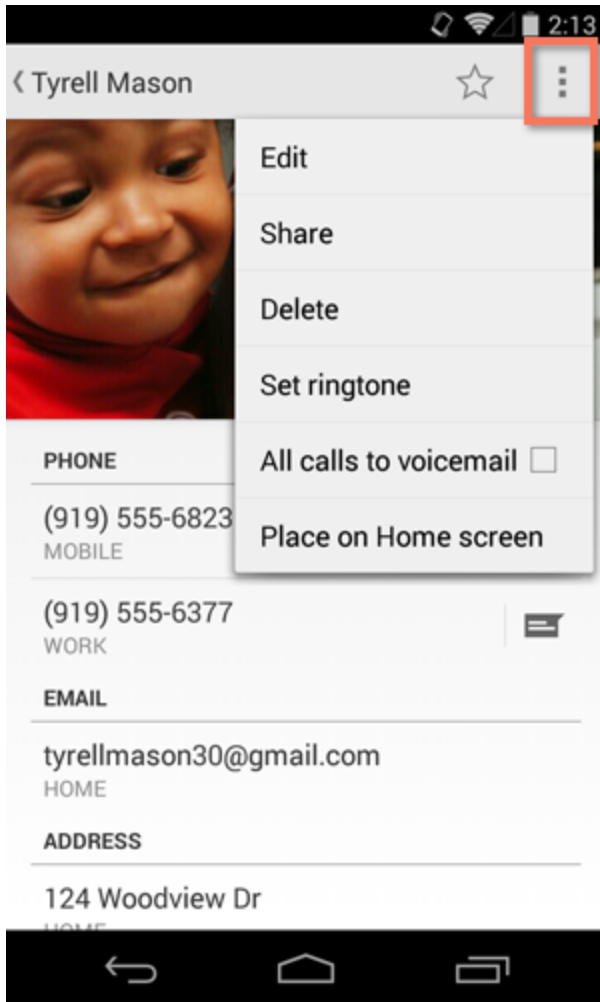
entering any **contact information**, including the contact's name, organization, or email address.



- To **view** a contact, tap his or her name on the list. Their information will appear.



- To **edit** or **delete** a contact, tap the **menu button** while viewing the contact's information. You'll find several options to choose from—you can even set an individual ring tone.

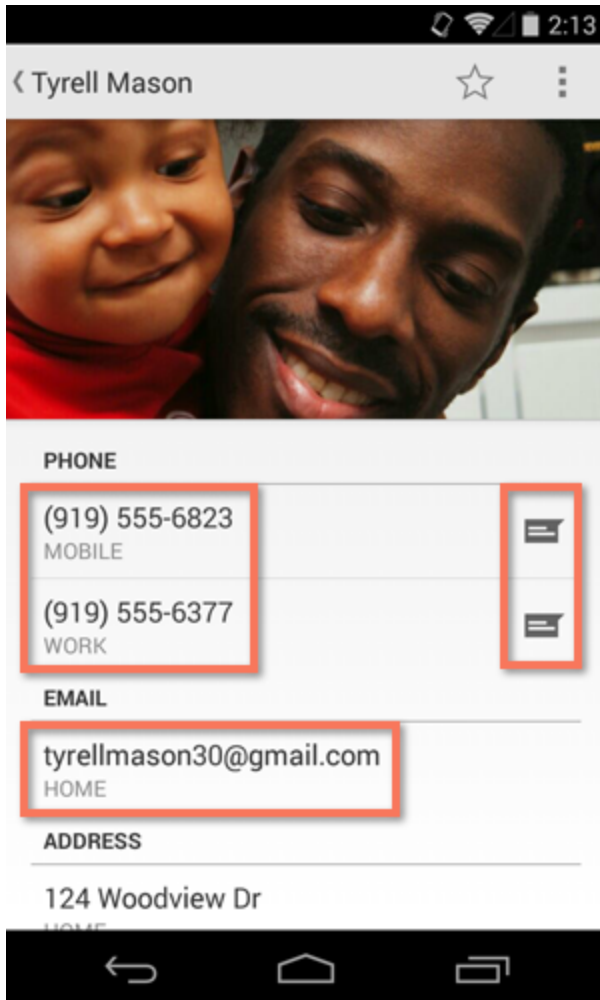


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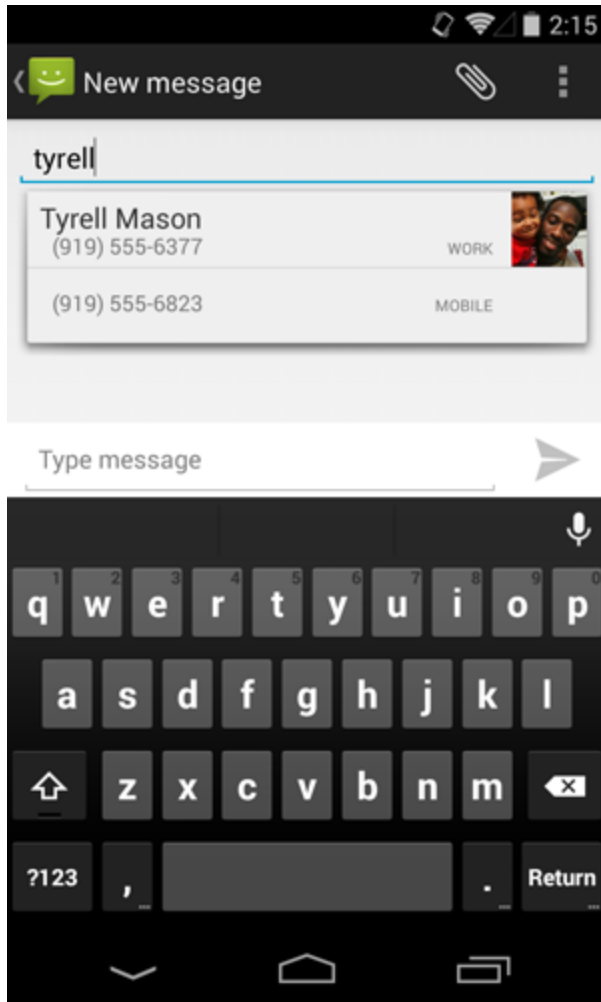
Using contacts

Whether you're making a phone call or sending a text, using your contacts list to pull up the information you need can be a huge time saver. There are two ways to put your contacts to use: You can start with the **People** app or go directly to the app you want to use.

- To contact someone using the **People** app, navigate to the contact's information, then tap the item you want, like a **phone number** or **email address**. You can even tap the **message icon** next to the contact's phone number to send a text message instead. Once you tap one of these items, you'll be taken to the appropriate app.



- To pull up someone's contact info in **Gmail** or **Messaging**—or another similar app—start typing anything that's saved to the contact's record, including his or her name, organization, or email address. It's a lot like performing a search of your contacts list. Once you've found the person you're looking for, tap the contact's **information** and the app will take care of the rest.



Wondering how to pull up someone's contact info in the **Phone** app? Try dialing part of the person's **phone number** or spelling his or her **name** with the keypad. (In the example below, **897** = **TYR**, the first three letters of the contact's name.) This should bring up the rest of the information automatically.

