



Connect Through Tech

Tech Coaching Quick Start Guide

Using a Smartphone to Communicate
with Family, Friends and Others

The Contacts App iPhone

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v 1.0



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Benefits

Full set up of the Contacts app is the key to making it easy for you to communicate with your family, friends and others. Your phone will show the name of the person when they call or text you, so you know if it is a call you want to accept. You can call, text or email with a single tap instead of typing in names, numbers or addresses. Using Contacts, you can even call, text or email with your voice instead of your hands. This guide will show you how.



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Prerequisites

- iPhone with IOS 12.x or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)
- Apple ID added to iPhone
- A list of names and phone numbers to be added to contacts
- OPTIONAL: include emails on the list of names and phone numbers



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Introduction

The word “app” is short for application. An application tells your phone how to do a related set of tasks. In this guide, you will learn to use the Contacts app.

The Contacts app is more than an address book in your phone. Contacts are the key to making your phone easier to use for calls, texts and emails. This guide will show you how to set up your contacts on your phone and to practice functions of the contacts app. You can refer to this guide anytime you want to do any of these steps independently. Please write or draw on the pages in any way that will help your independent use of the guide.

Remember that only contacts with mobile numbers can receive both texts and calls. If the phone number is for a landline, that person can only receive calls from you. Some of your friends and family may prefer texting over phone calls, especially for brief updates. Asking people what they prefer and then using their preferred method when contacting them will help you to get a quicker response. If you add an email address to contact, you will



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Introduction (continued)

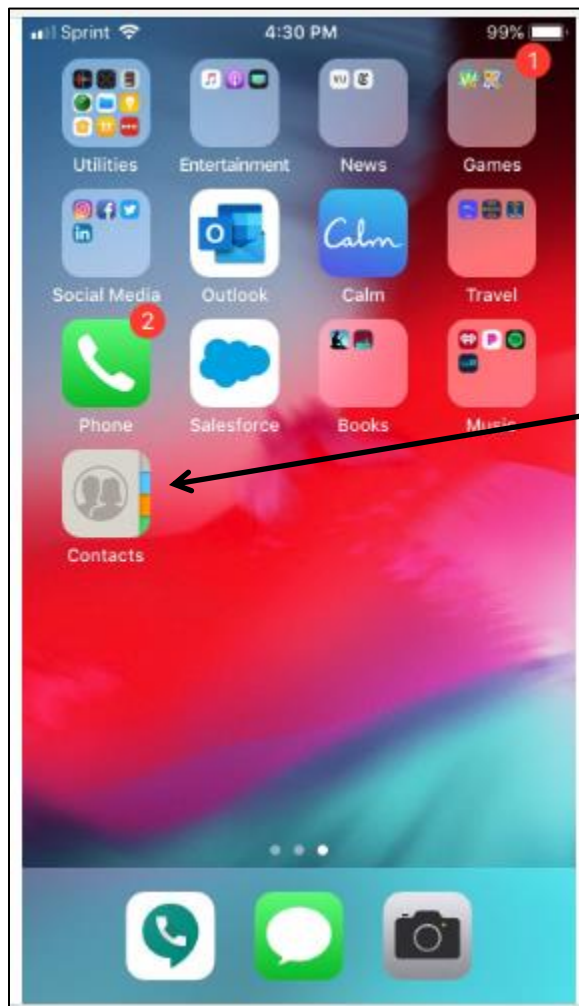
be also be able to easily send that person an email from your phone.



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Creating a New Contact

Step 1. **Open** (start) the *Contacts* app.



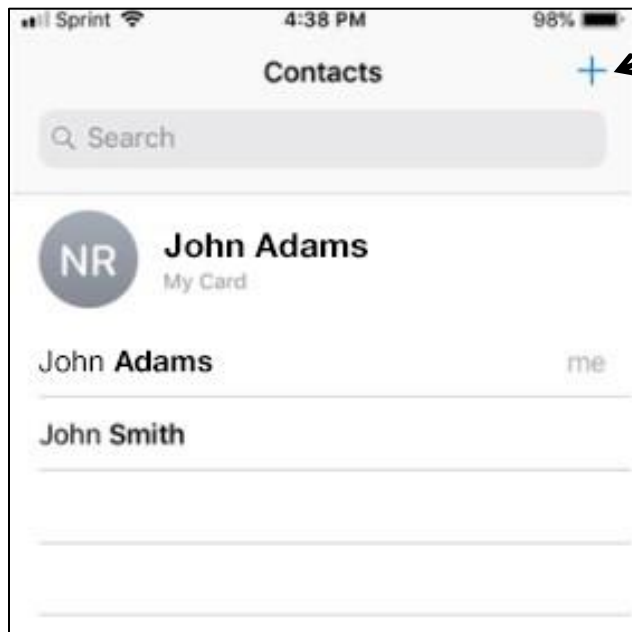
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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Creating a New Contact (continued)

Step 2. You will see your list of contacts. Some contacts may be pre-loaded with your phone. To add a new contact, go to the top right of your screen and **Click** (tap) the *Plus Sign*.

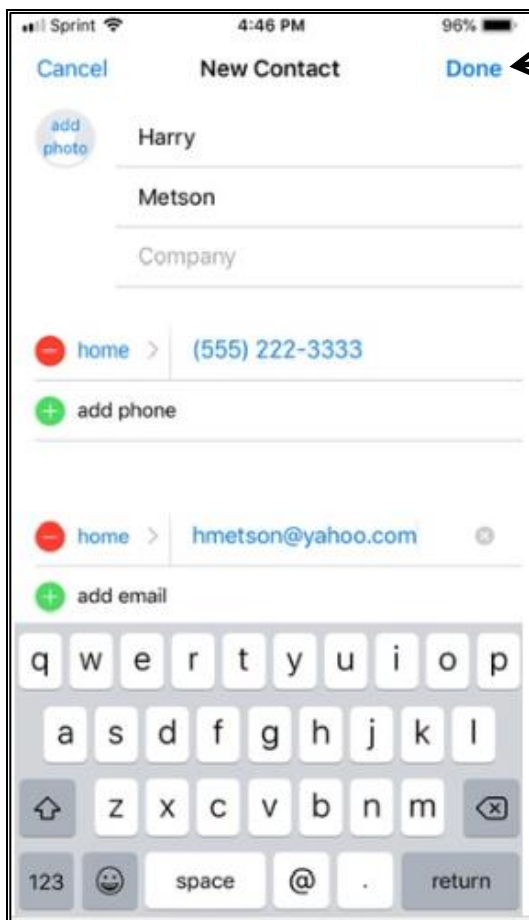




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Creating a New Contact (continued)

Step 3. You will see options for different types of information for a new contact. **Enter** (type) contact information. NOTE: Only *First Name* or *Last Name* are mandatory, but the more data you complete, the more ways you can easily communicate with that person. When done, look at top right of your screen and **click** (tap) *Done*.

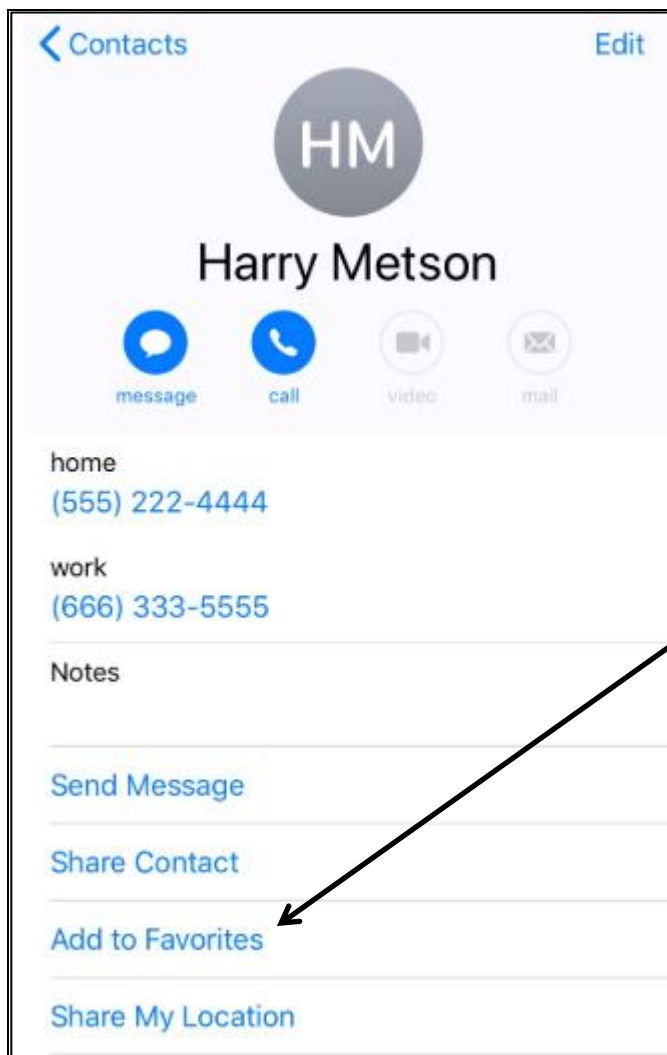




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Creating a New Contact (continued)

Step 4. After adding your new contact, if you expect to be communicating with this person frequently, you can **click** (tap) *Add to Favorites*.

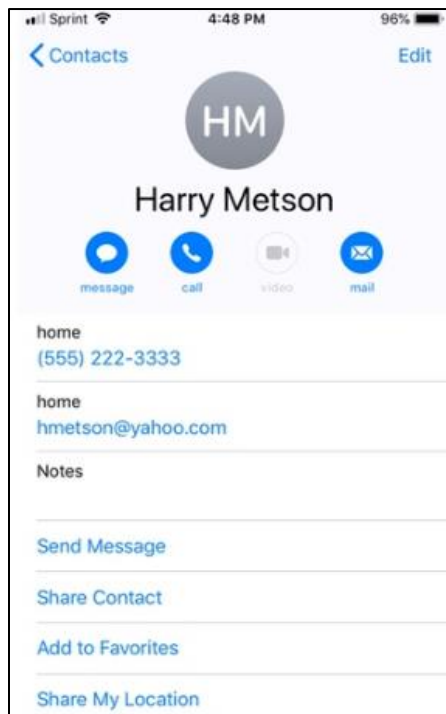




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Creating a New Contact (continued)

Step 5. Congratulations! You have successfully set up a contact. You can do this for as many people as you want. In addition to friends and family, you may want to set up contacts for other people or companies that you communicate with repeatedly like DOROT, your doctor, local businesses, etc. Practice doing this with a few additional contacts. The more you practice, the easier it is. Remember all the steps you need are right here in your guide.

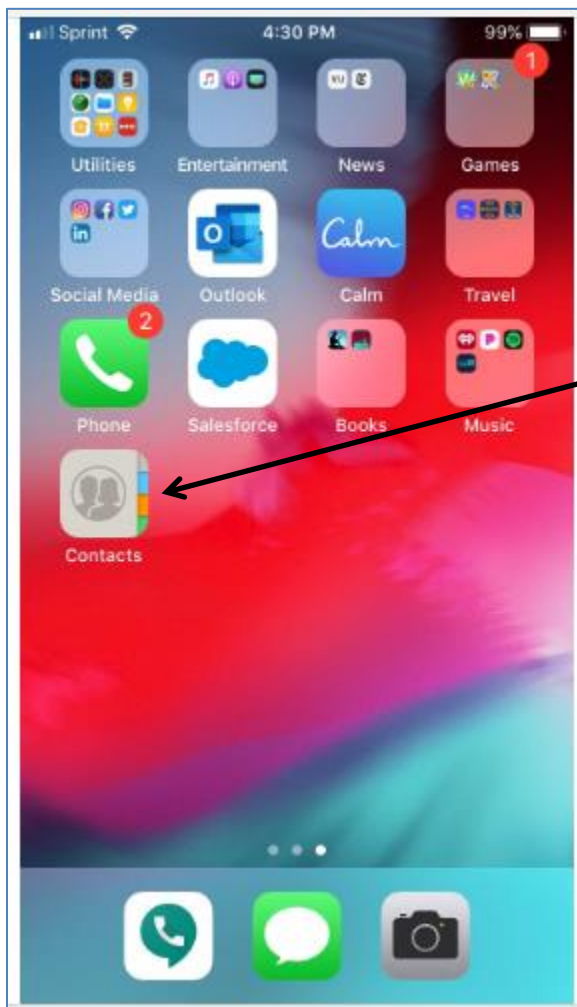




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Change or Add to an Existing Contact

Step 1. **Open** (start) *Contacts* app.



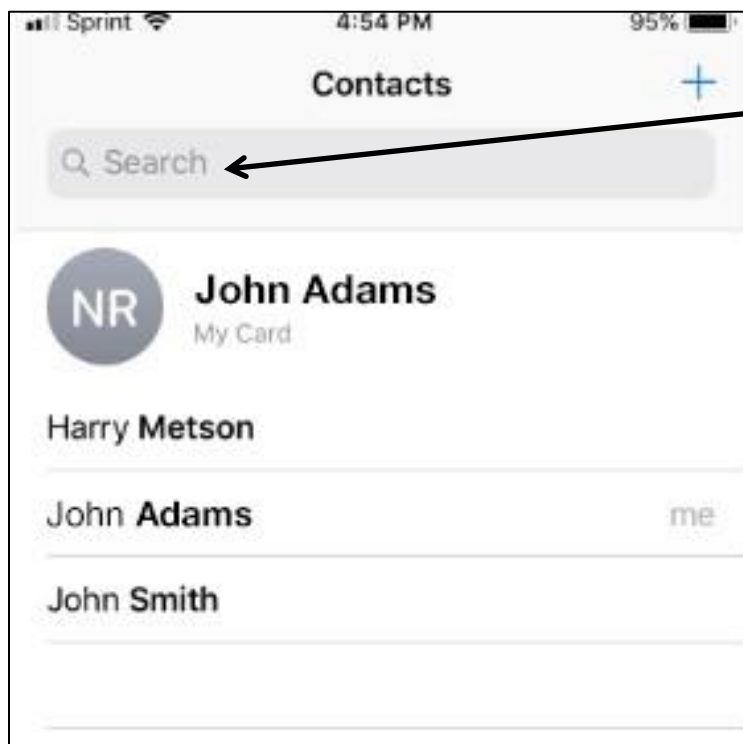
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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Change or Add to an Existing Contact (continued)

Step 2. To search for the existing contact, **enter** (type) first or last name in the *Search* box at the top of your screen.

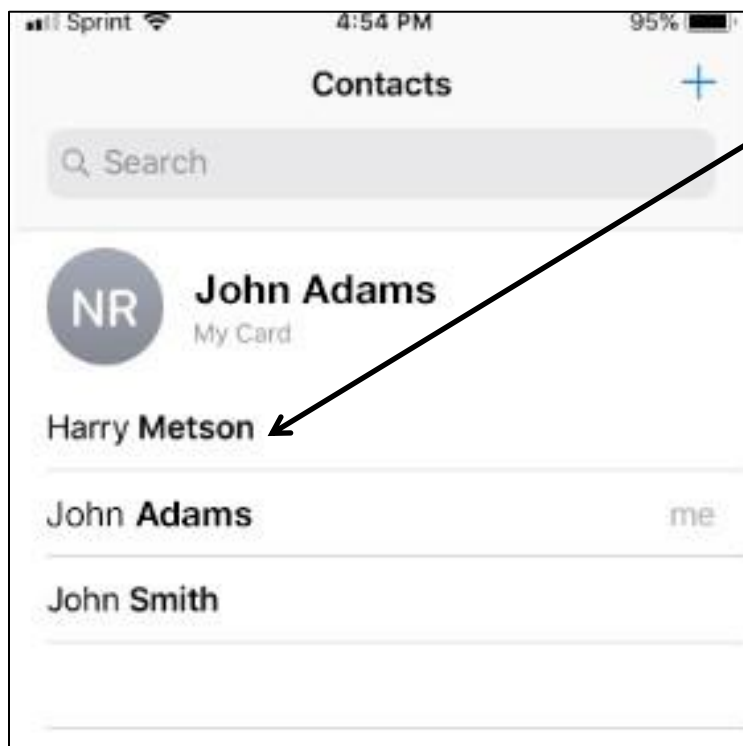




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Change or Add to an Existing Contact (continued)

Step 3. To select the name you want, **click** (tap) that name.

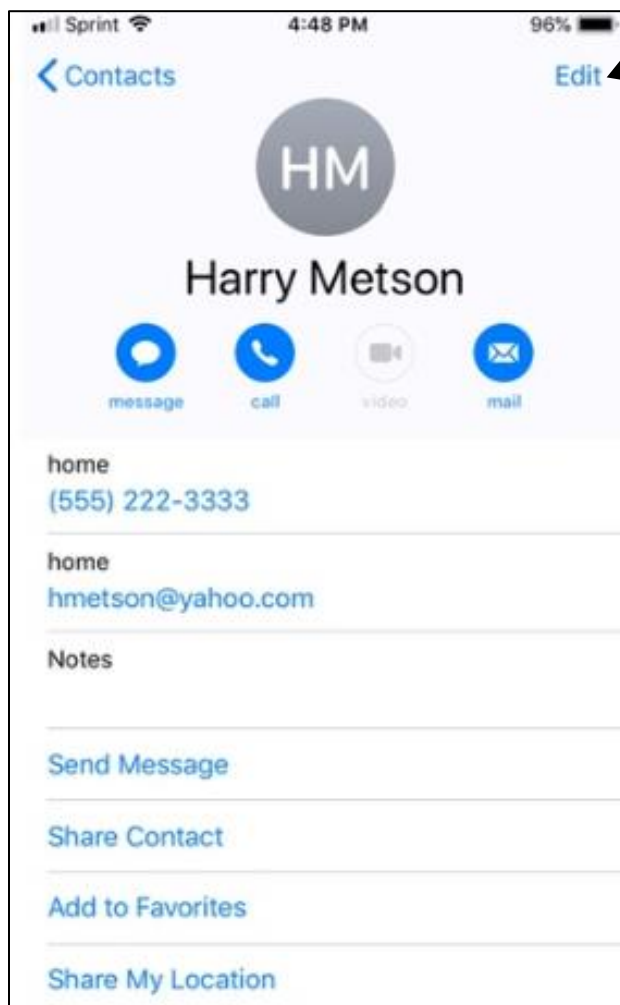




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Change or Add to an Existing Contact (continued)

Step 4. To add new information to that contact or change the information on the contact, **click** (tap) *Edit* on top right of screen.





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Change or Add to an Existing Contact (continued)

Step 5. You will see the same screen as when you initially added the contact. You can now edit information you've previously entered or add new data (e.g. additional phone numbers or email addresses) by typing in the appropriate space.

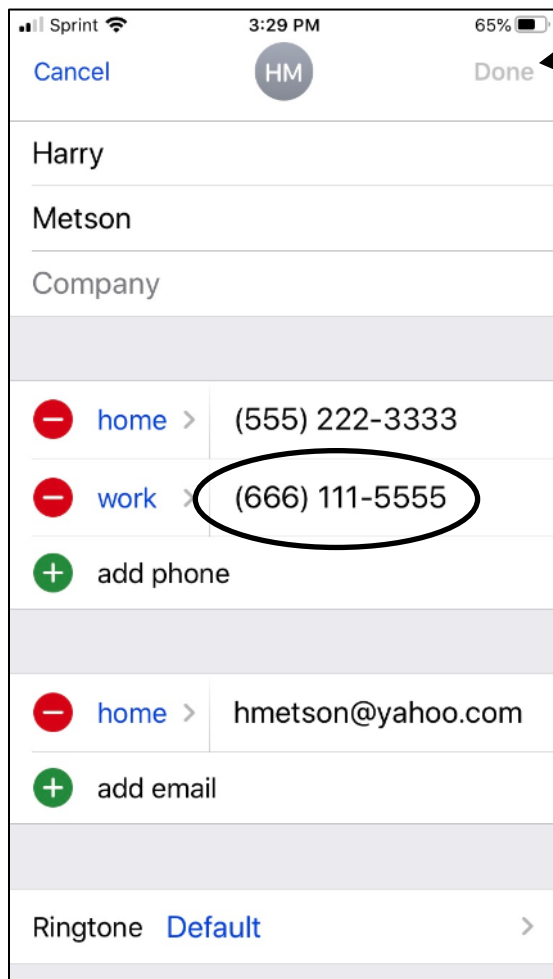
The screenshot shows the 'Edit Contact' screen for a contact named 'Harry Metson'. At the top, there are 'Cancel' and 'Done' buttons. Below the name, there is a section for 'Company' with a text field containing 'Metson'. Underneath, there are two phone number entries. The first is labeled 'home' with a red minus sign and a blue plus sign, and contains the number '(555) 222-3333'. Below it is a green plus sign and the text 'add phone'. The second entry is labeled 'home' with a red minus sign and a blue plus sign, and contains the email address 'hmetson@yahoo.com'. Below it is a green plus sign and the text 'add email'. At the bottom, there are two settings: 'Ringtone Default' and 'Text Tone Default', both with a right-pointing chevron.



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Change or Add to an Existing Contact (continued)

Step 6. In the example below, a work phone number was added. When done, save your changes by **clicking** (tapping) *Done* at the top right of your screen.

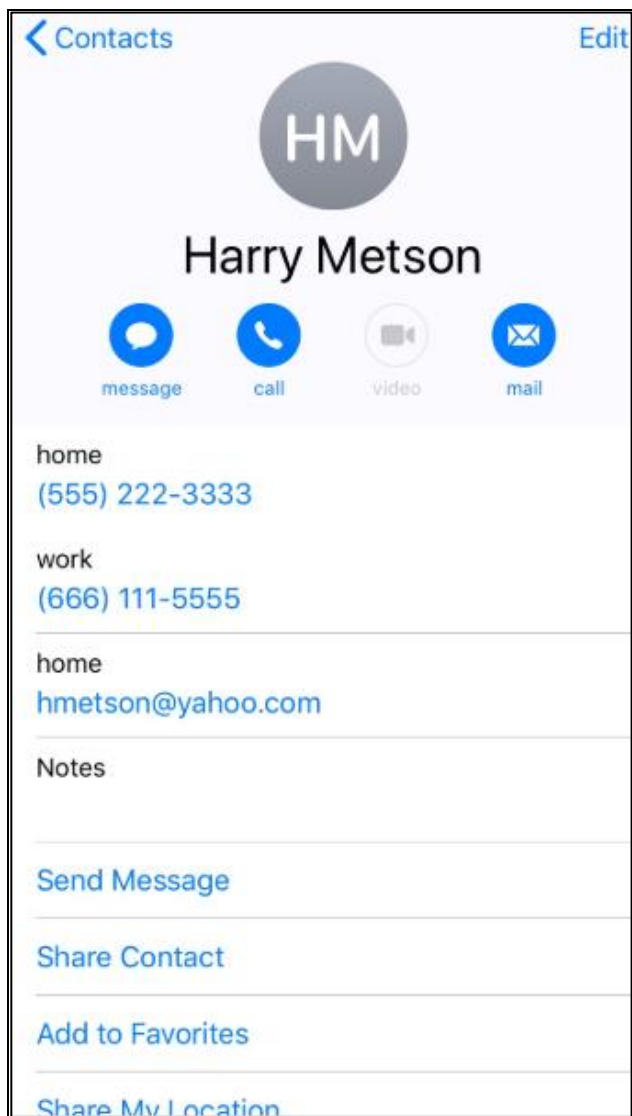




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Change or Add to an Existing Contact (continued)

Step 7. Your changes are saved.





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Use Contacts App By Voice

Step 1. **Click** (tap) home button on bottom of phone (on left below) to **open** (start) **Siri** (iPhone program that responds to your voice). If you have an iPhone X, **click** (tap) button on right side of phone instead (on right below).





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Use Contacts App By Voice

Step 2. Depending on how you want to communicate, just say the mode of communication and the person's name.

Examples:

“Call Carl”

“Text Carl” or “Message Carl”

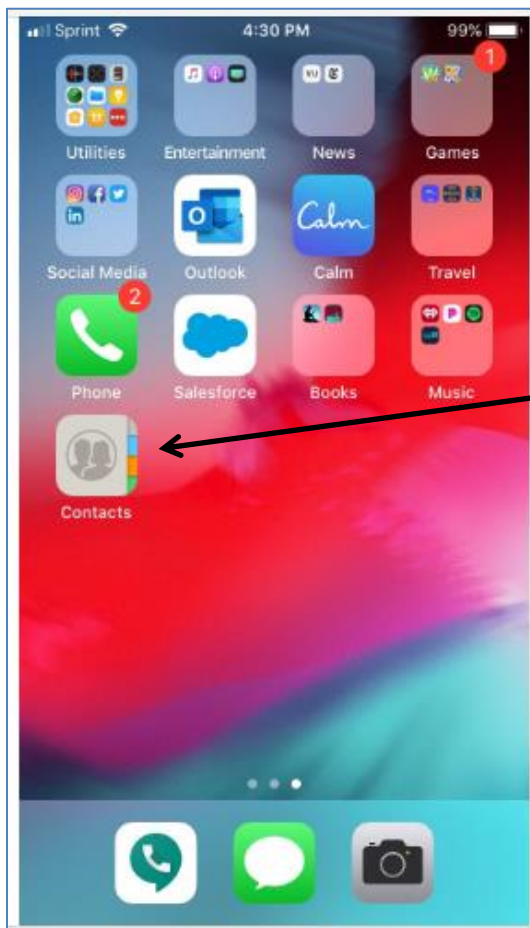
“Email Carl”



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Use Contacts App By Hand

Step 1. **Open** (start) *Contacts* app.



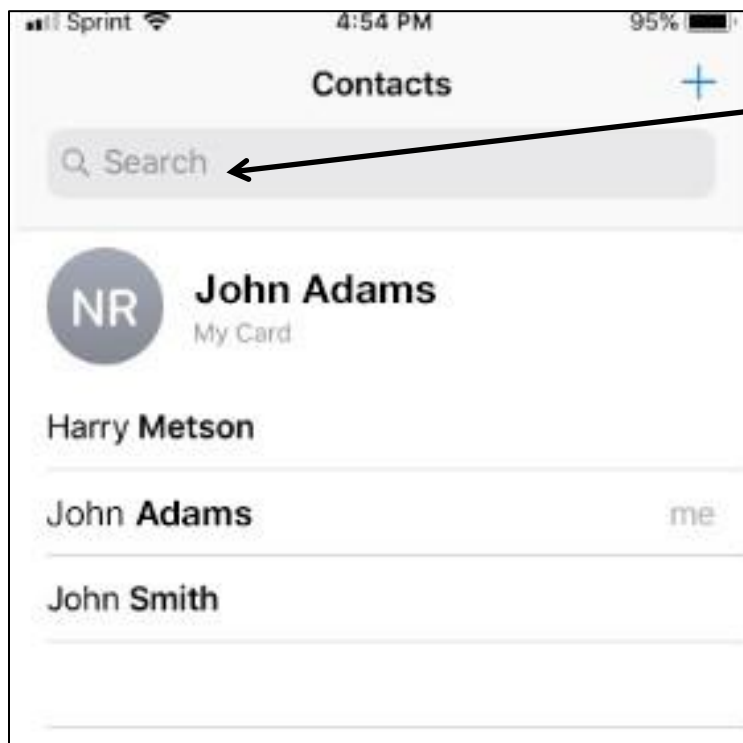
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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Use Contacts App By Hand (continued)

Step 2. To search for the existing contact, **enter** (type) first or last name in the *Search* box at the top of your screen.

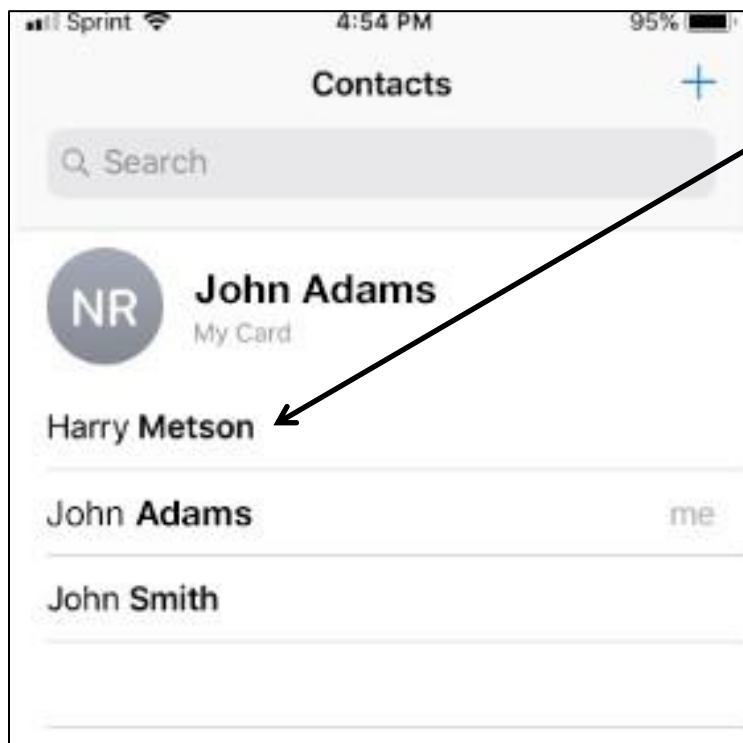




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Use Contacts App By Hand (continued)

Step 3. To select the name you want, **click** (tap) that name.

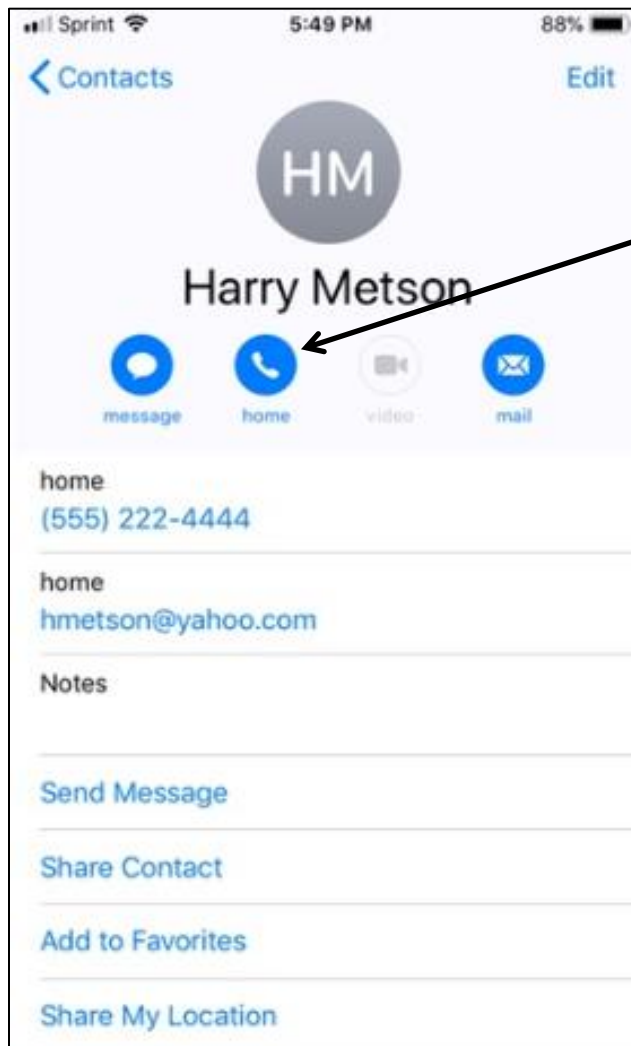




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Use Contacts App By Hand (continued)

Step 4a. To call the person, **click** (tap) *Home* (or *Work* or *Mobile* depending on how you categorized the phone number).

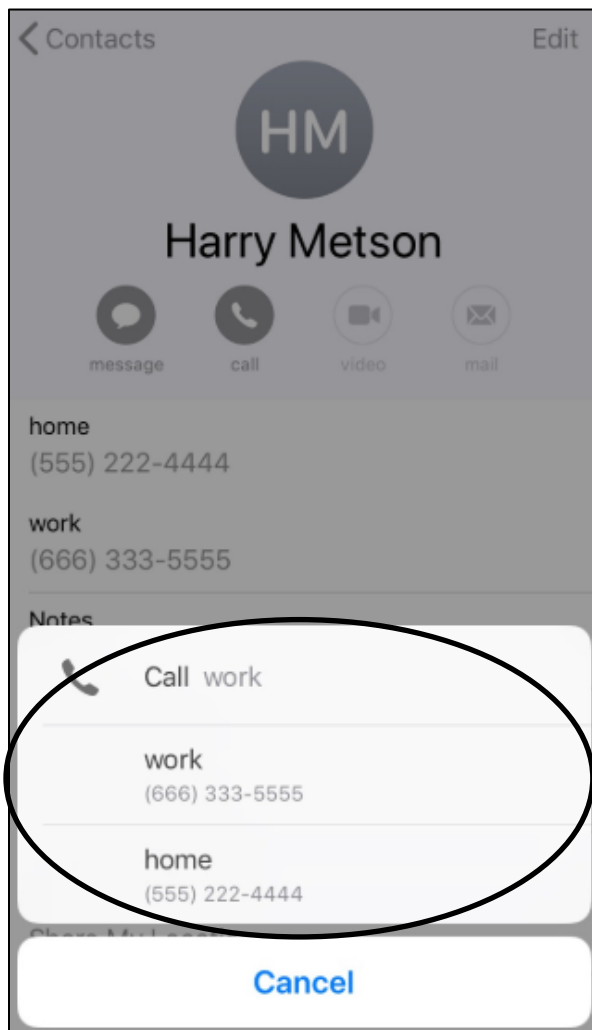




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Use Contacts App By Hand (continued)

Step 4b. If you have multiple phone numbers for a person, you will be prompted to **click** (tap) on the number you want to call

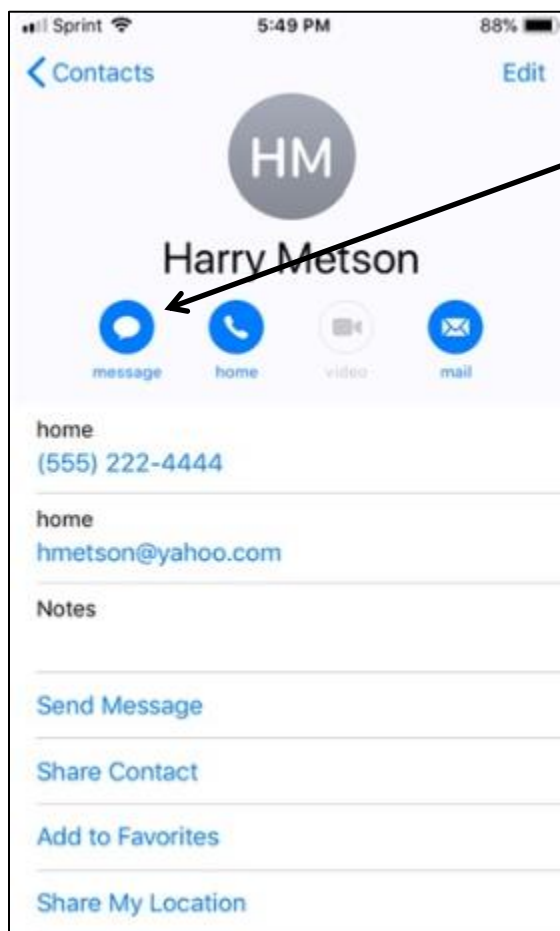




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Use Contacts App By Hand (continued)

Step 4c. To send a text message, **click** (tap) *Message*.



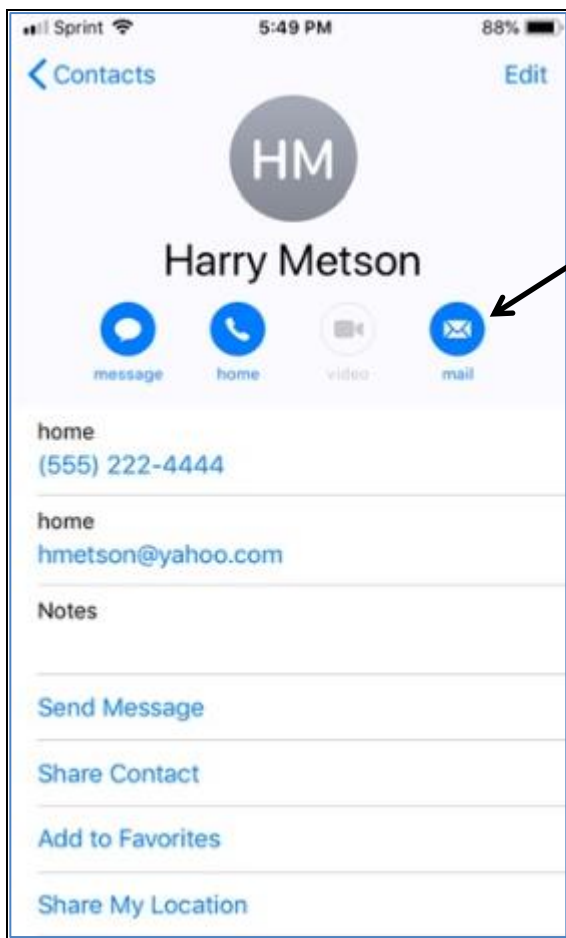
Then compose and send text (separate Quick Start Guide is available if needed).



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Use Contacts App By Hand (continued)

Step 4d. To send an email, **click** (tap) *Mail*.



Then compose and send email (separate Quick Start Guide is available if needed).



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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org