



Are my contacts backed up?

Contacts should be automatically backed up to your Outlook email profile. If you setup a new phone and your contacts are not shown, follow the instructions in the 'Outlook App - Configuration' section of this guide.

How do I create a contact?

1. Click the 'Contacts' app.



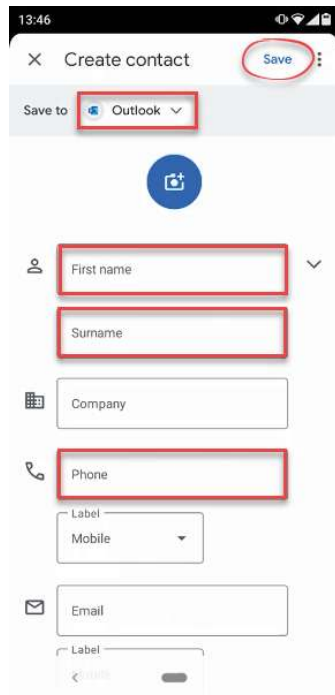
2. Click the 'Plus' icon.



3. Complete the details required (Name, phone number etc).

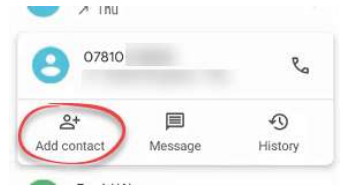
4. Ensure you are saving your contacts in your 'Outlook' profile.

5. Click 'Save'.

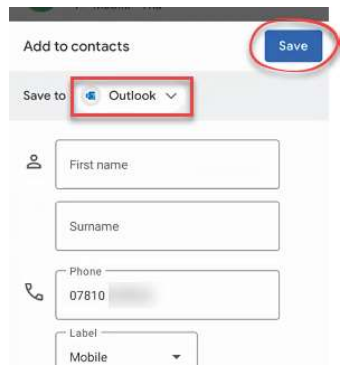


How do I create a contact from my call history?

1. In the 'Phone' app open your recent call list.
2. Click on the telephone number you want to add to your contacts.
3. Click 'Add contacts'.

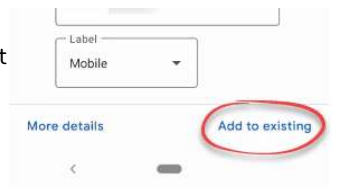


4. Enter the details for the contact.
5. Ensure you are saving your contacts in your 'Outlook' profile.
6. Click 'Save'.

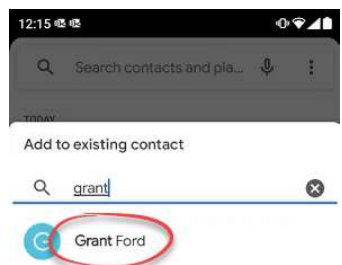


How do I add a number to an existing contact?

1. In the 'Phone' app open your recent call list.
2. Click on the telephone number you want to add to your contacts.
3. Click 'Add contacts'.
4. Click 'Add to Existing' to save the number to a contact already in your phone.



5. Type the name of the contact in the 'Search' box at the top of the screen. Click the name when displayed.
6. Click 'Save' to confirm the change.



How do I delete a contact?

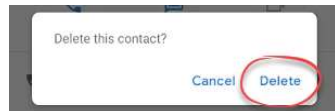
1. Locate and click on the contact to be deleted.
2. Click the 'Menu' icon in the top right hand corner.



3. Click 'Delete'.



4. Click 'Delete' to confirm.



How do I set a contact as a favourite?

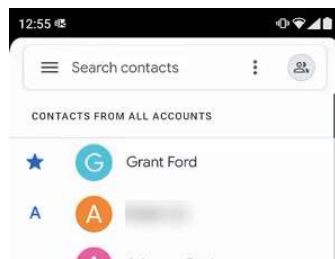
You may wish to set contacts you use frequently as 'favourites'.

1. Locate and click on the contact.
2. Click the 'Star' icon.



How do I view my favourite contacts?

In the 'Contacts' app your favourites are listed at the top of the list.



In the 'Phone' app click 'Favourites' to list them.



How do I remove a contact from the favourite list?

1. Locate and click on the contact to view it.
2. Click the 'Star'.

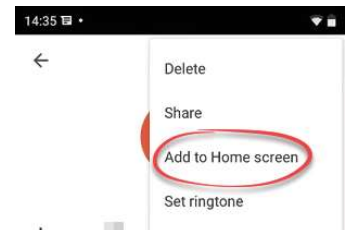


How do I pin a contact to the main screen?

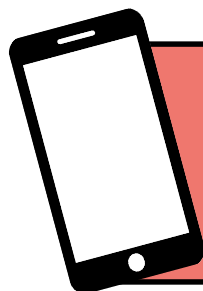
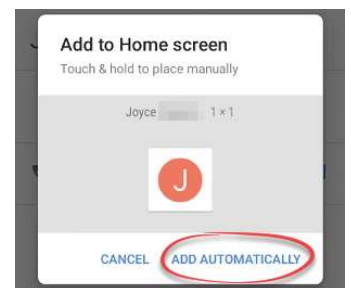
1. Locate and click on the contact.
2. Click the 'Menu' icon in the top right hand corner.



3. Click 'Add to Home Screen'.



4. Click 'Add Automatically'.



For help and assistance,
call the ICT Helpdesk
0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.

Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk