Contacts: Adding & Finding People

Your contacts are your address book. Once a person is saved, you tap their name to call or text — no more typing the number every time. Saving a new person takes less than a minute.

Add a contact

1. iPhone: open the Contacts app (or the Phone app, then tap Contacts), tap the + at the top. Samsung: open the Contacts app and tap the +.
2. Type the first and last name. Use the name you actually call them — “Dr. Patel” works fine if that is how you know them.
3. Tap “add phone” (iPhone) and type the number. Pick the label — mobile, home, or work.
4. Tap Done (iPhone) or Save (Samsung). That is it — the person is saved.

Shortcut: after a call with someone new, tap Recents in the Phone app, tap the i or number, then Create New Contact — the number fills itself in.

Find and fix a contact

- Find someone: open Contacts and type the first few letters of the name in the search box at the top. Tapping is slower — searching is faster.
- Fix a wrong number: tap the person's name, tap Edit, fix the number, tap Done or Save.
- Add a photo: tap the name, tap Edit, tap the photo circle, and pick a picture. A face on the card makes the right name easy to spot when it rings.
- Star your favorites: in the Phone app, tap the person's name and tap the star (Samsung) or Add to Favorites (iPhone). Your most-called people land at the top, one tap away.
- Delete a duplicate: tap the name, tap Edit, scroll all the way down, and tap Delete Contact. If a name appears twice, delete the one with the wrong number.

When to call Sean instead

- Your contacts disappeared after a phone switch or update.
- You see the same name many times and want them merged and cleaned up.
- You want your contacts shared between your phone, tablet, and computer.

Need a hand? Call Sean at **(813) 770-6082**.