

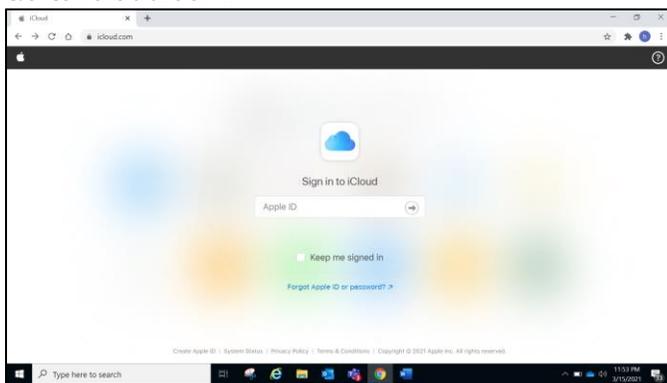
# Exporting iPhone Contacts



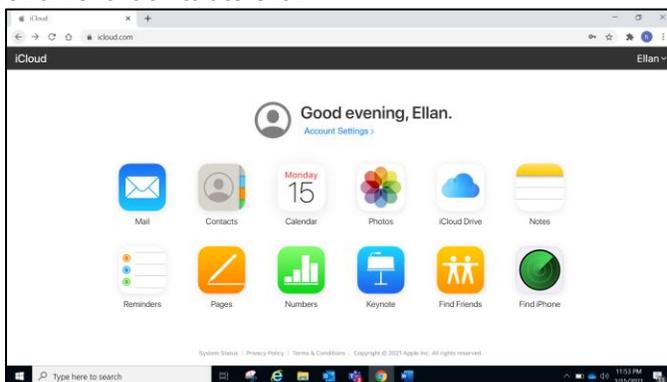
Audience: Providers with iPhones

## Export iPhone Contacts – iCloud Method

1. Before starting, be sure you have the **iPhone** in hand that has the phone numbers you need.
  - On a desktop computer, open your **Google Chrome** or **Microsoft Edge** browser (**Internet Explorer** is not supported). **Note:** This process is much easier to do on a desktop computer.
2. Go to **icloud.com**.



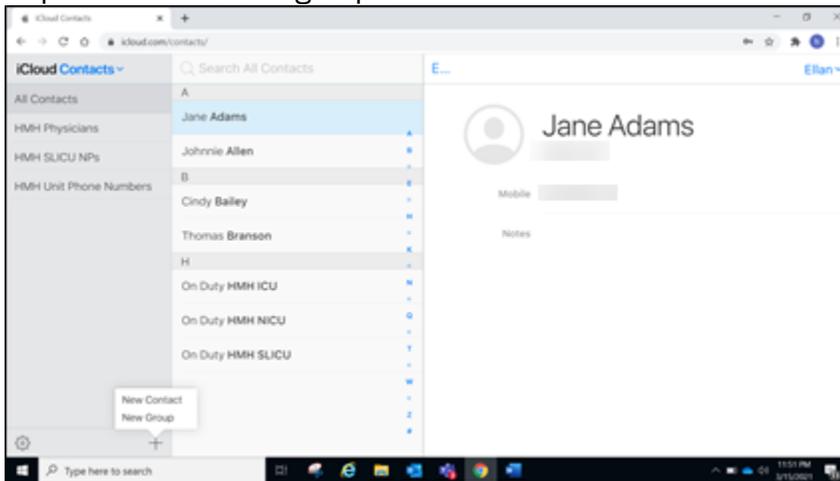
3. On your desktop, sign into iCloud using the **Apple ID** for that iPhone.
4. Click the **Contacts** tile.



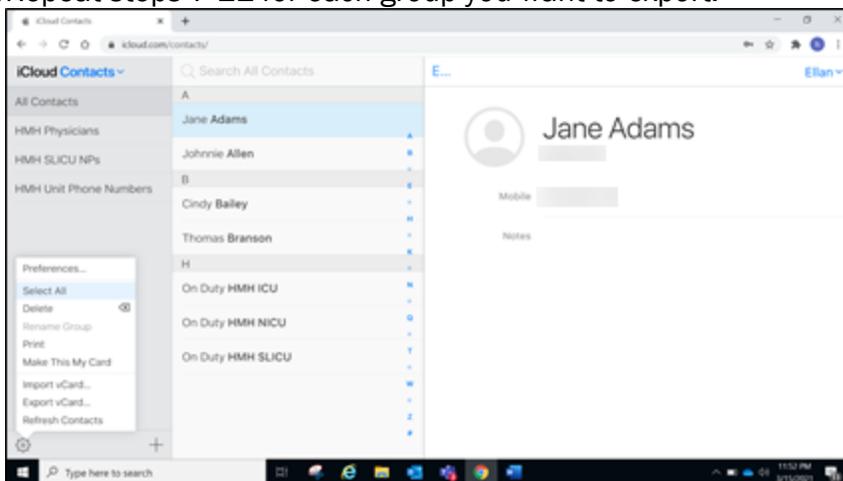
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5. You have the option to create contact group(s). To do this:
  - Click the **+** sign (bottom left).
  - Choose **New Group**.
  - Type in the **Group Name**.
  - Click **All Contacts** above.
  - Drag **Contacts** to the new group.
  - Repeat for additional groups.



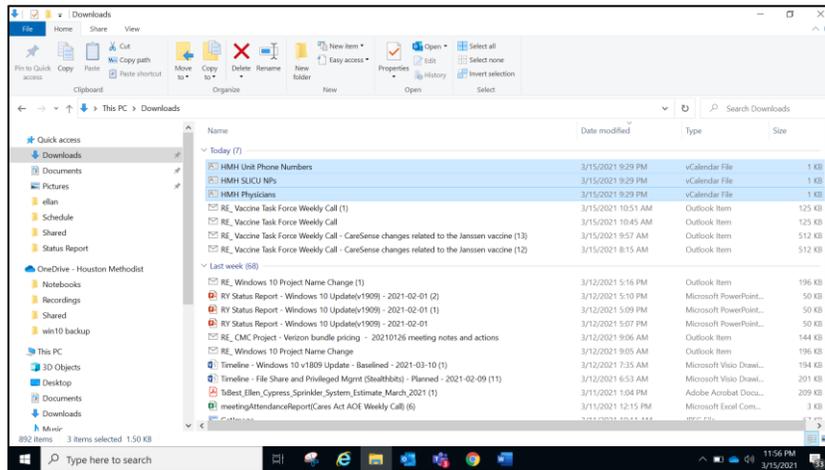
6. To export, click on the first **Contact Group**.
7. Click the **Gears** icon (bottom-left corner).
8. Choose **Select All**.
9. Click the **Gears** icon again.
10. Choose **Export vCard**.
11. Repeat steps 7-11 for each group you want to export.



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## 12. Rename files (optional).

- Open **File Explorer**.
- Rename each file with the name you prefer, such as:
  - HMH SLICU NPs
  - HMH SLICU MDs



## 13. Go to **Outlook** and compose a new email.

## 14. Attach the relevant **vcf** export files.

## 15. Add the target recipients and send.

