

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.





Exporting iPhone Contacts

- 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.

∉ X0xx4 Centerts X	+		- 0 ×
€ → C O a idoutcom	/contacts/		+ x 🛪 🔕 i
iCloud Contacts ~	Q Search All Contacts	E	Ellan *
All Contacts	A		
HMH Physicians	Jone Adams	Jane Adam	S
HMH SUCU NPs	Johnnie Allen		
HMH Unit Phone Numbers	8		
	Cindy Balley	Mobile	
	Thomas Branson	- Notes	
	н	1	
	On Duty HMH ICU	1	
	On Duty HMH NICU		
	On Duty HMH SLICU	1	
New Cont New Orb.	tact		
© +	-	1.1	
P Type here to search	in 🧠 🧔	🖿 🔹 🍕 💽 📲	∧ ■

- 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.

a concorners X	+		- 0 ^
e → C O a idout.com	/contacts/		e g 🛪 😒 i
iCloud Contacts ~	Q Search All Contacts	E	Ellan *
All Contacts	A		
HMH Physicians	Jone Adams	Jane Adar	ns
HMH SLICU NPs	Johnnie Allen		
HMH Unit Phone Numbers	8		
	Cindy Bailey	Mobile	
	Thomas Branson	Notes	
Preferences	н		
Select All	On Duty HMH ICU		
Delete 40 Rename Group	On Duty HMH NICU		
Print Make This My Card	On Duty HMH SLICU	1	
Import vCard		-	
Export vCard Refresh Contacts		z	
(i) +			

Exporting iPhone Contacts Created: 04/20/2021

Exporting iPhone Contacts

12. Rename files (optional).

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

Downloads							-	×
Pin to Quick Copy Paste Source Stew	Move C	Copy Delete Rename	New item *	Properties	Select all			
Clipboard		Organize	New	Open	Select			
← → × ↑ 🖡 > This PC > Downle	oads						・ ひ P Search Do	wnloads
📌 Quick access	^	Name				Date modified	Type	Size
🕹 Downloads	*	' Today (7)						
1 Documents	*	HMH Unit Phone N	umbers			3/15/2021 9:29 PM	vCalendar File	1 KB
Pictures	*	HMH SLICU NPs				3/15/2021 9:29 PM	vCalendar File	1 KB
📜 ellan		HMH Physicians				3/15/2021 9:29 PM	vCalendar File	1 KB
Schedule		RE_Vaccine Task Force Weekly Call (1)			3/15/2021 10:51 AM	Outlook Item	125 KB	
E Shared		RE_ Vaccine Task Force Weekly Call			3/15/2021 10:45 AM	Outlook Item	125 KB	
a shared		RE_Vaccine Task Force Weekly Call - CareSense changes related to the Janssen vaccine (13)			13) 3/15/2021 9:57 AM	Outlook Item	512 KB	
Status Report		RE_Vaccine Task Force Weekly Call - CareSense changes related to the Janssen vaccine (12)				12) 3/15/2021 8:15 AM	Outlook Item	512 KB
OneDrive - Houston Methodist	~	' Last week (68)						
Notebooks		RE_ Windows 10 Pr	oject Name Change (1)			3/12/2021 5:16 PM	Outlook Item	196 KB
Recordings		RY Status Report - Windows 10 Update(v1909) - 2021-02-01 (2)			3/12/2021 5:10 PM	Microsoft PowerPoint.	. 50 KB	
Shared		RY Status Report - Windows 10 Update(v1909) - 2021-02-01 (1)			3/12/2021 5:09 PM	Microsoft PowerPoint.	. 50 KB	
interference		RY Status Report - \	Windows 10 Update(v190	9) - 2021-02-01		3/12/2021 5:07 PM	Microsoft PowerPoint.	. 50 KB
winto backup		MRE_ CMC Project - V	erizon bundle pricing - 2	0210126 meeting note	is and actions	3/12/2021 9:06 AM	Outlook Item	144 KB
🧢 This PC		RE_ Windows 10 Pr	oject Name Change			3/12/2021 9:05 AM	Outlook Item	196 KB
3D Objects		Timeline - Windows 10 v1809 Update - Baselined - 2021-03-10 (1)			3/12/2021 7:35 AM	Microsoft Visio Drawi.	. 194 KB	
Desktop		Timeline - File Share and Privileged Mgmt (Stealthbits) - Planned - 2021-02-09 (11)			3/12/2021 6:53 AM	Microsoft Visio Drawi.	201 KB	
Documents		BuBest_Ellen_Cypress_Sprinkler_System_Estimate_March_2021 (1)			3/11/2021 1:04 PM	Adobe Acrobat Docu.	209 KB	
Documents		meetingAttendanceReport(Cares Act AOE Weekly Call) (6)			3/11/2021 12:15 PM	Microsoft Excel Com	3 KB	
 Downloads 	~ ~	Catlancas						C7 VD
Music Sitems selected 1.50 KB								100
Type here to search		Ħ	🤗 🤔 I	= 🥶 😘	o 🐖		∧ ■	11:56 PM

- 13.Go to Outlook and compose a new email.
- 14. Attach the relevant vcf export files.
- 15.Add the target recipients and send.

