

Audience: Providers with iPhones

Import iPhone Contacts – iCloud Method

- 1. Log in to a desktop computer and open **Outlook**. **Note:** This process is much easier to do on a desktop computer.
- 2. Find and open the email with the new contacts.

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- 3. Save each of the files to your PC.
 - You can save these files with contact group names you prefer, such as:
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ellan	C RE. Vaccine Task Force Weekly Call (1)	3/15/2021 10:51 AM	Outlook Item	
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OneDrive - Houston Methodist	V Last week (68)			
Notebooks	RE_Windows 10 Project Name Change (1)	3/12/2021 5:16 PM	Outlook Item	196 K
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Desktop	Timeline - File Share and Privileged Mgmt (Stealthbits) - Planned - 2021-02-09 (11)	3/12/2021 6:53 AM	Microsoft Visio Drawi	2018
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Importing iPhone Contacts

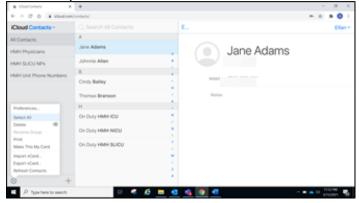
- 4. On your desktop computer, open your **Google Chrome** or **Microsoft Edge** browser (**Internet Explorer** is not supported).
- 5. Go to icloud.com.

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- 6. On your desktop, sign into iCloud using the Apple ID/account for your new iPhone.
- 7. Click the Contacts tile.



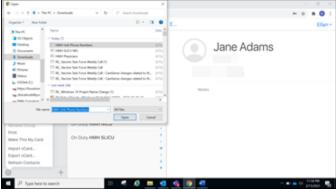
- 8. Click the Gears icon (bottom-left corner).
- 9. Select Import vCard.



Importing iPhone Contacts Created: 04/20/2021

10.Go to the folder where you saved the files.

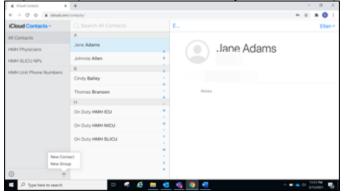
11. Click on the first file to import, or you can copy (ctrl+c) if the file name is handy.



12. Click the **Open** button. The contacts will be added.

13. You have the option to create contact groups. To do this:

- Click the **+ sign** (bottom left).
- Choose New Group.
- Type in the Group Name or paste it (ctrl+v).
- Click All Contacts above.
- Drag **Contacts** to that group.
- 14. Repeat steps 7-12 for each file to you want to import.

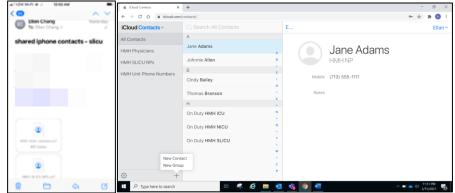


- 15. After 30 seconds, confirm contacts on your iPhone.
- 16.Note: It's important that you don't leave this contact information on your desktop. Be sure to use File Explorer to delete the files you saved to the PC.

Importing iPhone Contacts

Import iPhone Contacts – iPhone Method

- 1. Sign in and open Email on your new iPhone.
 - Desktop is better for creating groups.
 - iPhone is fine if using All Contacts.
- 2. Find and open the email with the new contacts.
 - Either configure native iPhone email or get Outlook from Company Portal.
- 3. Double-click on one of the attached export files.



• You can Add All Contacts with one click, or you can add them individually. They'll all be added to All Contacts.



4. Go to **Contacts** and confirm your new contacts are there.