

#### 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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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

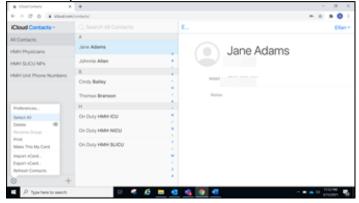
- 4. On your desktop computer, open your **Google Chrome** or **Microsoft Edge** browser (**Internet Explorer** is not supported).
- 5. Go to icloud.com.

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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.



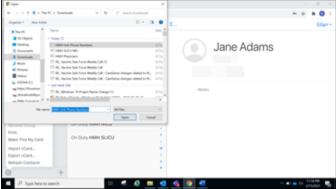
- 8. Click the Gears icon (bottom-left corner).
- 9. Select Import vCard.



Importing iPhone Contacts Created: 04/20/2021

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

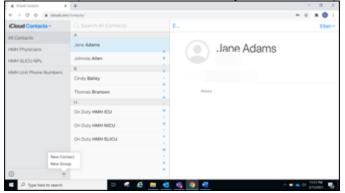
11. Click on the first file to import, or you can copy (ctrl+c) if the file name is handy.



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.

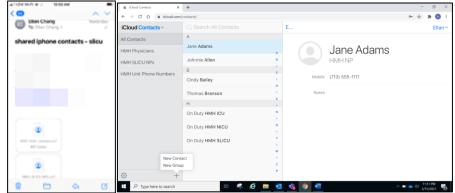


- 15. After 30 seconds, confirm contacts on your iPhone.
- 16.Note: It's important that you don't leave this contact information on your desktop. Be sure to use File Explorer to delete the files you saved to the PC.

# 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.