

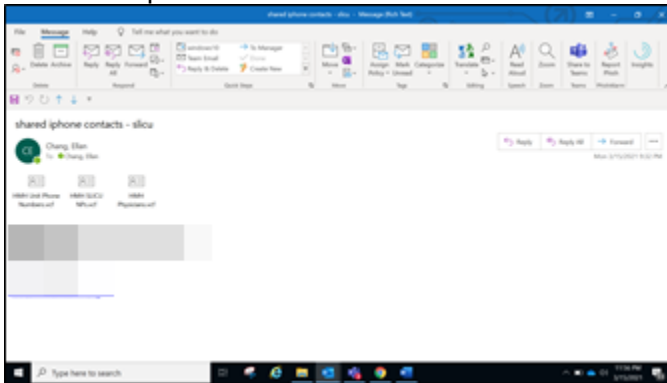
# Importing iPhone Contacts



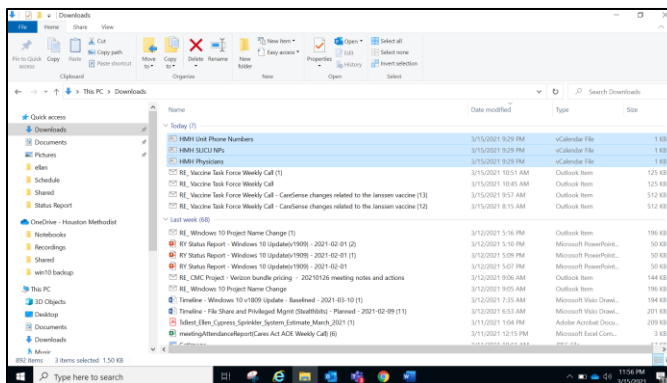
Audience: Providers with iPhones

## 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.



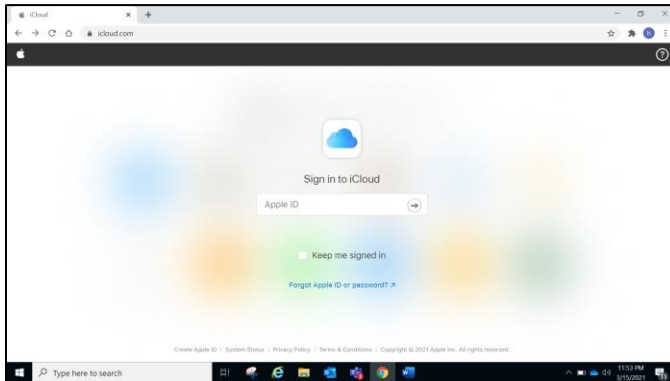
3. Save each of the files to your PC.
  - You can save these files with contact group names you prefer, such as:
    - HMM SLICU NPs
    - HMM SLICU MDs



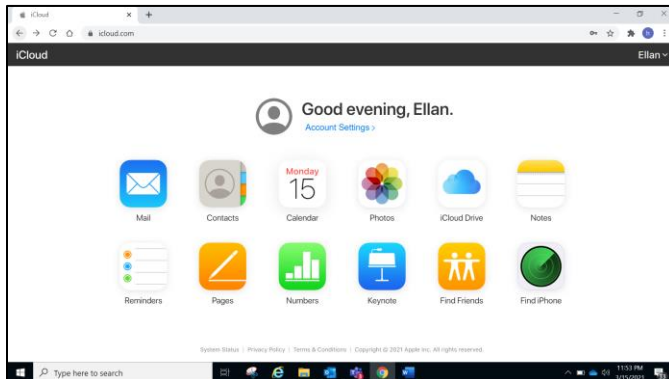
# Importing iPhone Contacts



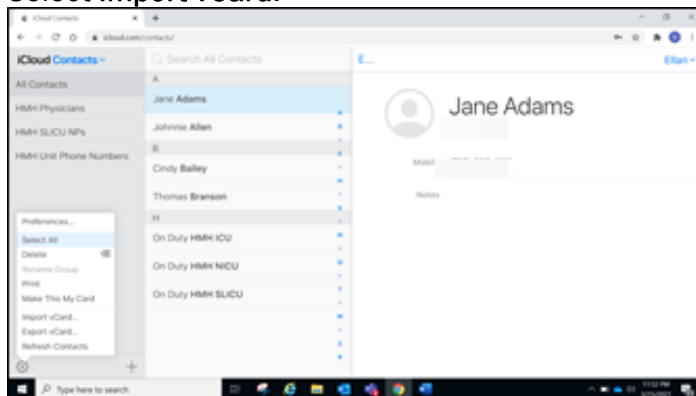
4. On your desktop computer, open your **Google Chrome** or **Microsoft Edge** browser (Internet Explorer is not supported).
5. Go to **icloud.com**.



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**.

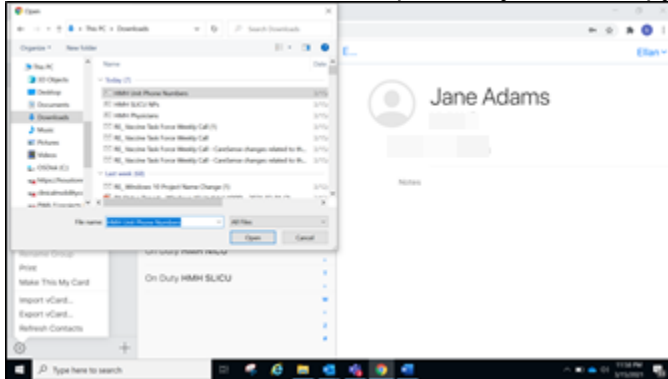


# Importing iPhone Contacts



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.

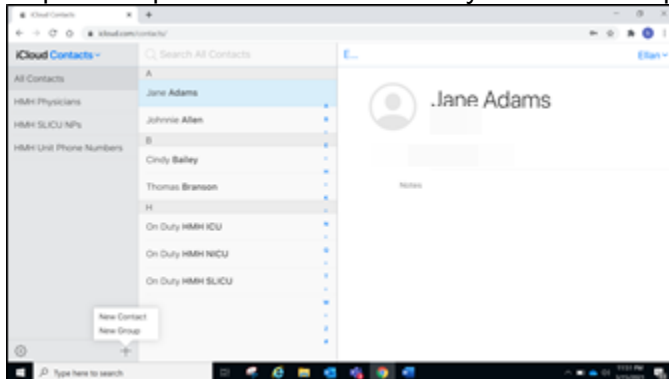


12. Click the **Open** button. The contacts will be added.

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**.

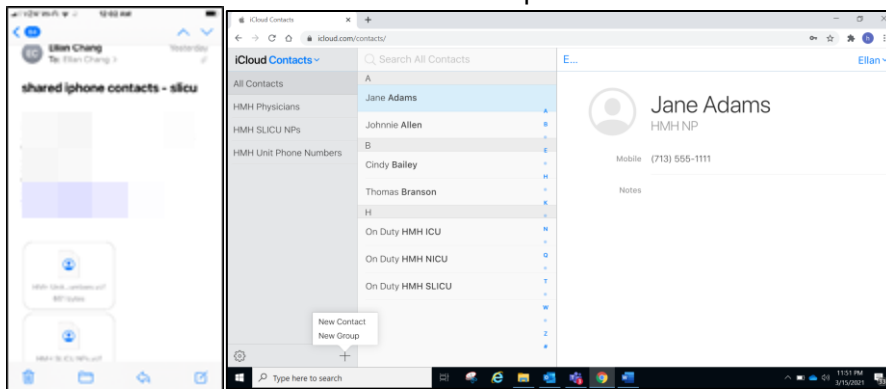
16. **Note:** It's important that you don't leave this contact information on your desktop. Be sure to use **File Explorer** to delete the files you saved to the PC.

# Importing iPhone Contacts

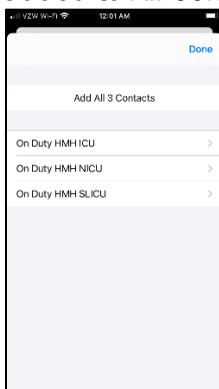


## Import iPhone Contacts – iPhone Method

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.