



Connect Through Tech

Tech Coaching Quick Start Guide

Using a Smartphone to Communicate with Family, Friends and Others

The Contacts App Android Galaxy 8.x

updated 4/7/2020

v 1.0



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Benefits

Full set up of the Contacts app is the key to making it easy for you to communicate with your family, friends and others. Your phone will show the name of the person when they call or text you, so you know if it is a call you want to accept. You can call, text or email with a single tap instead of typing in names, numbers or addresses. Using Contacts, you can even call, text or email with your voice instead of your hands. This guide will show you how.



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Prerequisites

- Android smartphone, operating system: 8.x (Oreo) or later
- Active mobile provider (e.g. Verizon, Sprint, AT&T)
- Google account added to smartphone (separate Quick Start Guide is available if needed)
- A list of names and phone numbers to be added to contacts
- OPTIONAL: include emails on the list of names and phone numbers



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Introduction

The word “app” is short for application. An application tells your phone how to do a related set of tasks. In this guide, you will learn to use the Contacts app.

The Contacts app is more than an address book in your phone. Contacts are the key to making your phone easier to use for calls, texts and emails. This guide will show you how to set up your contacts on your phone and to practice functions of the contacts app. You can refer to this guide anytime you want to do any of these steps independently. Please write or draw on the pages in any way that will help your independent use of the guide.

Remember that only contacts with mobile numbers can receive both texts and calls. If the phone number is for a landline, that person can only receive calls from you. Some of your friends and family may prefer texting over phone calls, especially for brief updates. Asking people what they prefer and then using their preferred method when contacting them will help you to get a quicker



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Introduction (continued)

response. If you add an email address to contact, you will be also be able to easily send that person an email from your phone.



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Create a New Contact

Step 1. **Open** (start) the *Contacts* app.



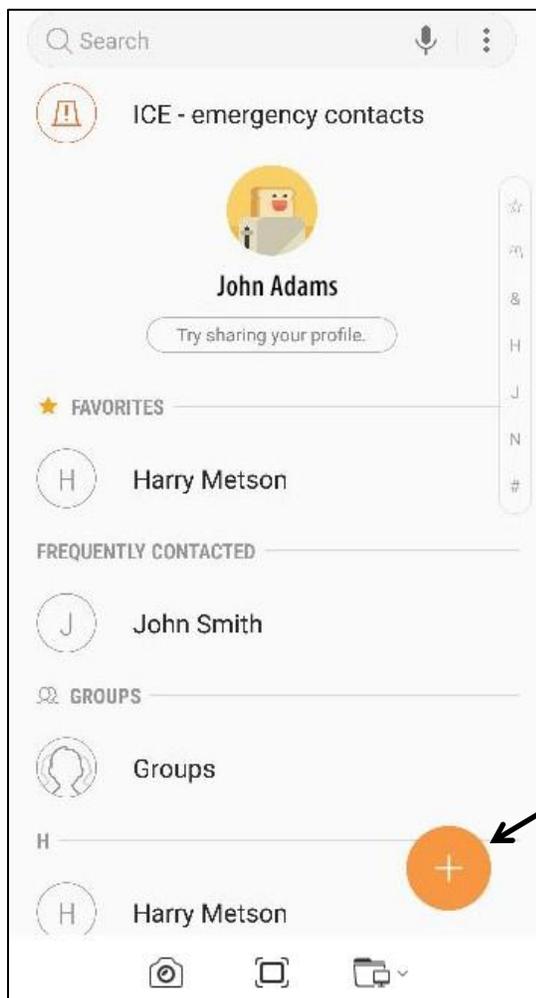
NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



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Create a New Contact (continued)

Step 2. You will see your list of contacts. Some contacts may be pre-loaded with your phone. To add a new contact, go to the bottom right of your screen and **click** (tap) the *Plus Sign*.

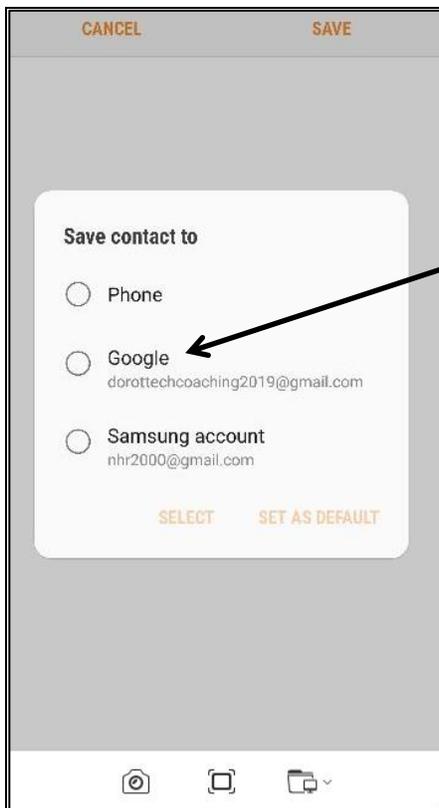




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Create a New Contact (continued)

Step 3. You will be presented with an option to save your contact to your phone directly or to a Google account. We recommend you associate your contact to a Google account so that you will retain your contacts even when not accessing through this phone. (See Quick Start Guide for help in creating a new Google account). Select *Google*.

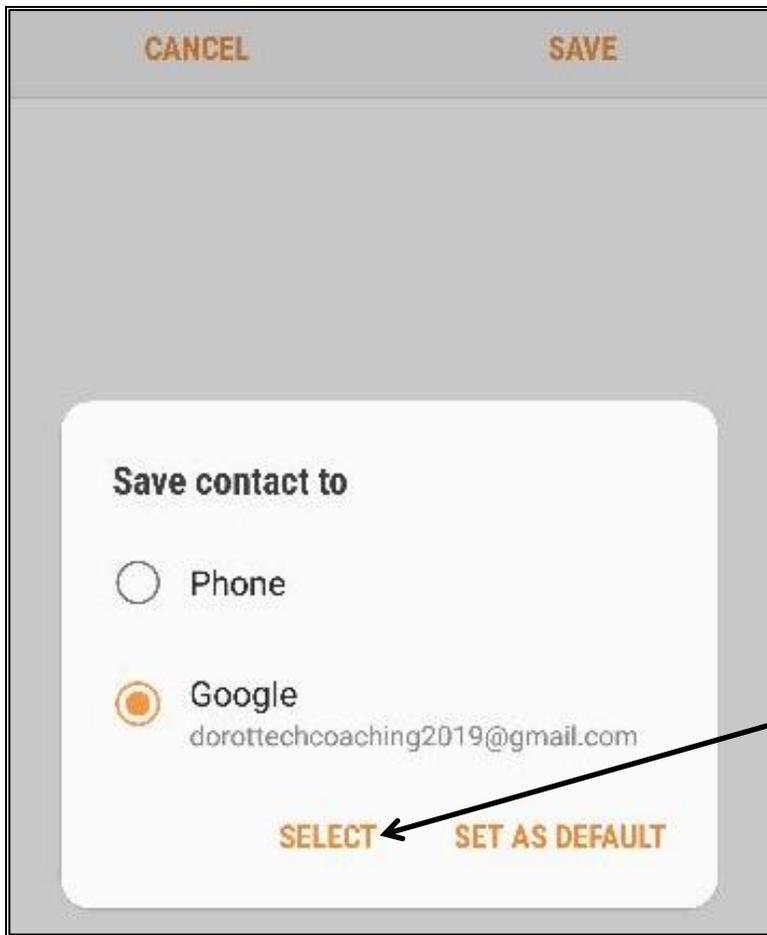




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Create a New Contact (continued)

Step 4. **Click** (tap) *Select* to continue.





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Create a New Contact (continued)

Step 5. You will see options for different types of information for a new contact. **Enter** (type) contact information. NOTE: Only *Name* is mandatory, but the more data you complete, the more ways you can easily communicate with that person. When done, look to the top right of your screen and **click** (tap) *Save*.

CANCEL SAVE

Harry Metson

Work

Phone
(917) 441-3712 Work

Email
harrymetson@yahoo.com Home

Groups Not assigned

View more

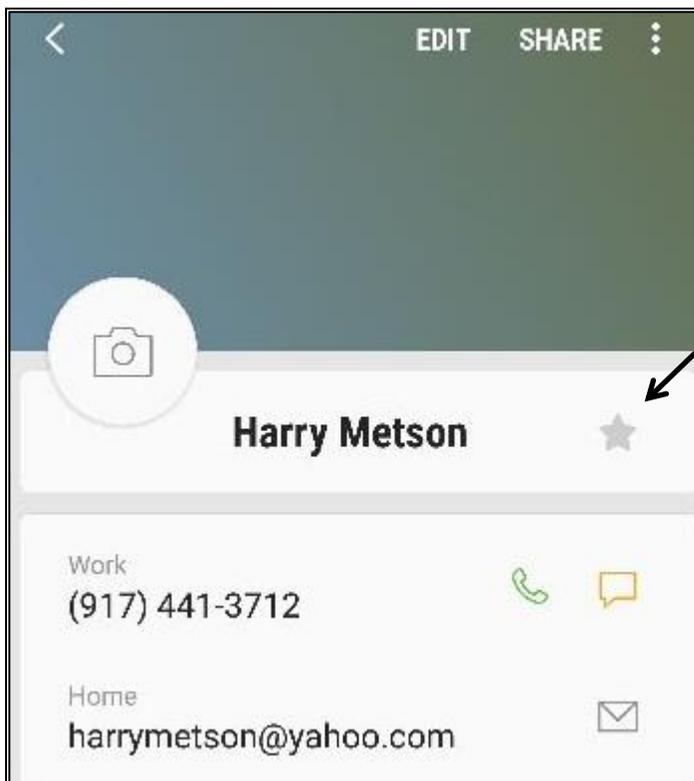
SCAN BUSINESS CARD



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Create a New Contact (continued)

Step 6. After adding your new contact, if you expect to be communicating with this person frequently, **click** (tap) on the star to mark as a *Favorite* (will make your contact easier to access). **Click** (tap) star again to remove if you change your mind.





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Create a New Contact (continued)

Step 7. Congratulations! You have successfully set up a contact. You can do this for as many people as you want. In addition to friends and family, you may want to set up contacts for other people or companies that you communicate with repeatedly like DOROT, your doctor, local businesses, etc. Practice doing this with a few additional contacts. The more you practice, the easier it is. Remember all the steps you need are right here in your guide.



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Change or Add to an Existing Contact

Step 1. **Open** (start) *Contacts* app.



NOTE: This **icon** (picture) may be in a different location on your screen. As long as the **icon** is the same, it doesn't matter where it appears.



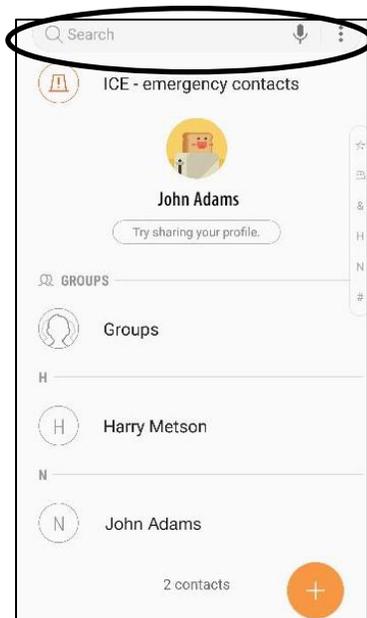
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Change or Add to an Existing Contact (continued)

Step 2. To search for the existing contact...

BY VOICE: You can also search by just **clicking** (tapping) the microphone and saying the name of the contact you wish to find. Voice commands can make your phone much easier to use because you don't have to type or read as much on the screen.

BY HAND: **enter** (type) first or last name in the *Search* box at the top of your screen. **Click** (tap) on the person you want.





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Change or Add to an Existing Contact (continued)

Step 3. To add new information to that contact or change the information on the contact, **click** (tap) *Details*.

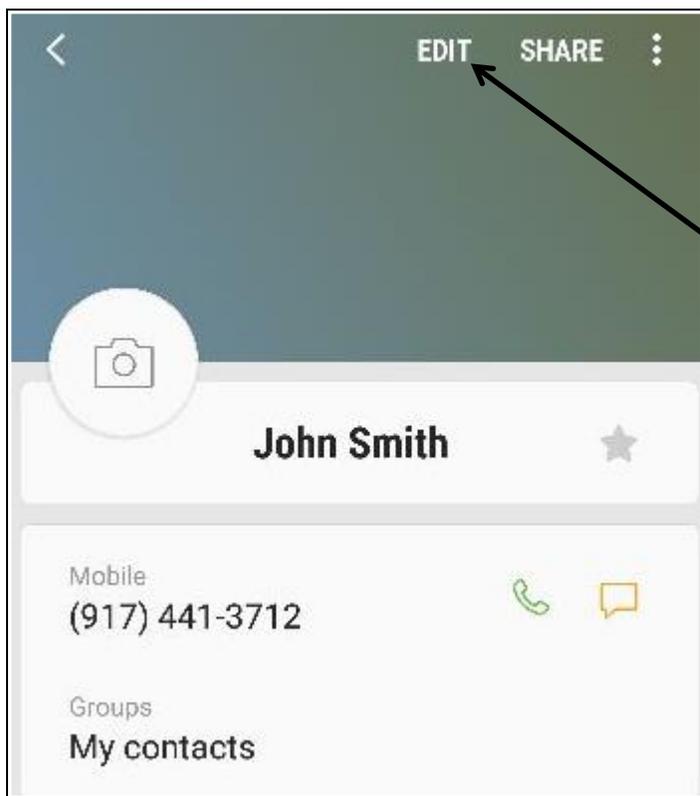




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Change or Add to an Existing Contact (continued)

Step 4. To edit Contact details, look at the top of your screen and **click** (tap) *Edit*.

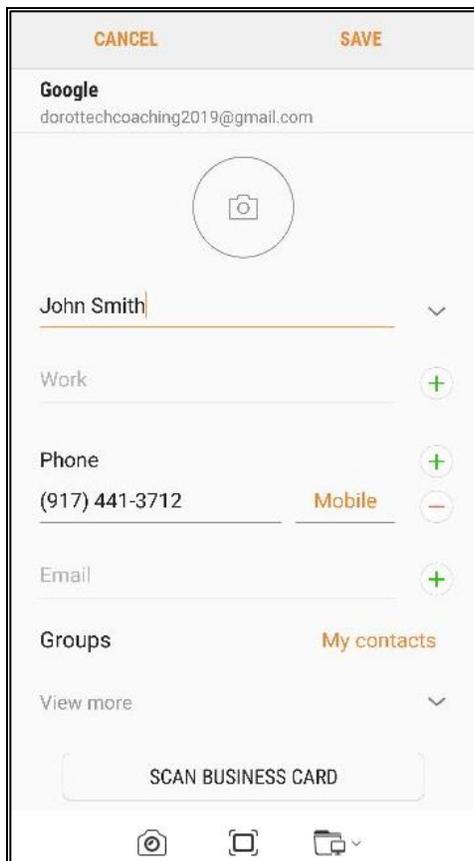




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Change or Add to an Existing Contact (continued)

Step 5. You will see the same screen as when you initially added the contact. You can edit information you've previously entered or add new data (e.g. additional phone numbers or email addresses). Add information by clicking the *Plus Sign* or edit information by typing over existing data.

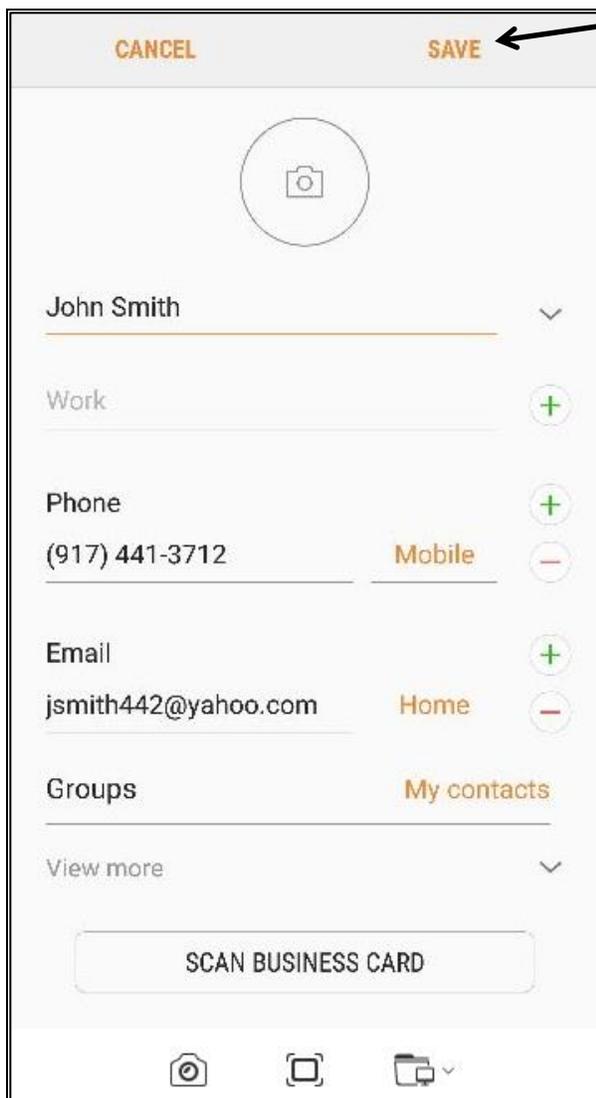




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Change or Add to an Existing Contact (continued)

Step 6. Save your change by **clicking** (tapping) **Save** at the top right of your screen when done.





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Use Contacts to Communicate by Voice

Step 1. Without opening the *Contacts* app, press the button at the bottom of your phone to start the **Google Assistant** (Android Program that responds to your voice).



Step 2. Depending on how you want to communicate, just say the mode of communication and the person's name.

Examples:

“Call Carl”

“Text Carl” or “Message Carl”

“Email Carl”



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Use Contacts to Communicate by Hand

Step 1. **Open** (start) the *Contacts* app.





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Use Contacts to Communicate by Hand (continued)

Step 2. In the *Search box at the top of your screen*, **enter** (type) first or last name OR scroll through list to find person you want. **Click** (tap) on the person you want.





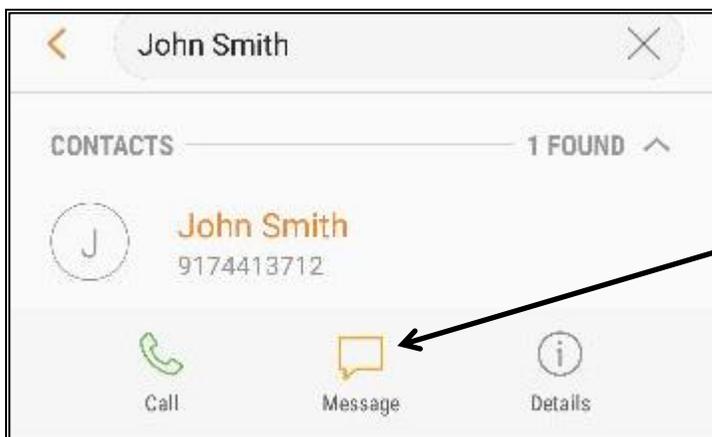
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Use Contacts to Communicate by Hand (continued)

Step 3a. To call the person, **click** (tap) *Call*.



Step 3b. To send a text message, **click** (tap) *Message*.



Then compose and send text message (separate Quick Start Guide is available if needed).



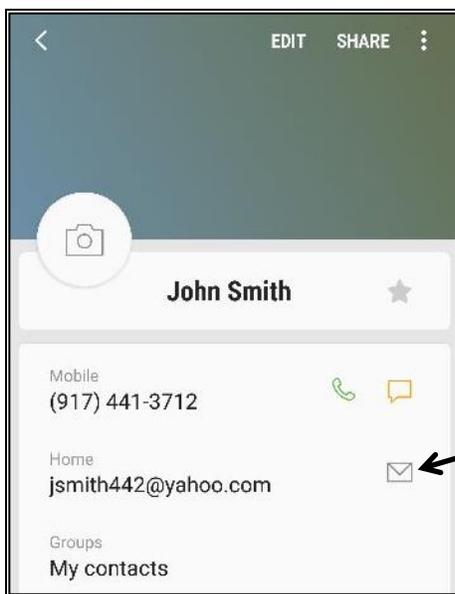
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Use Contacts to Communicate by Hand (continued)

Step 3c. To send an email, **click** (tap) *Details*.



then **click** (tap) envelope **icon**.



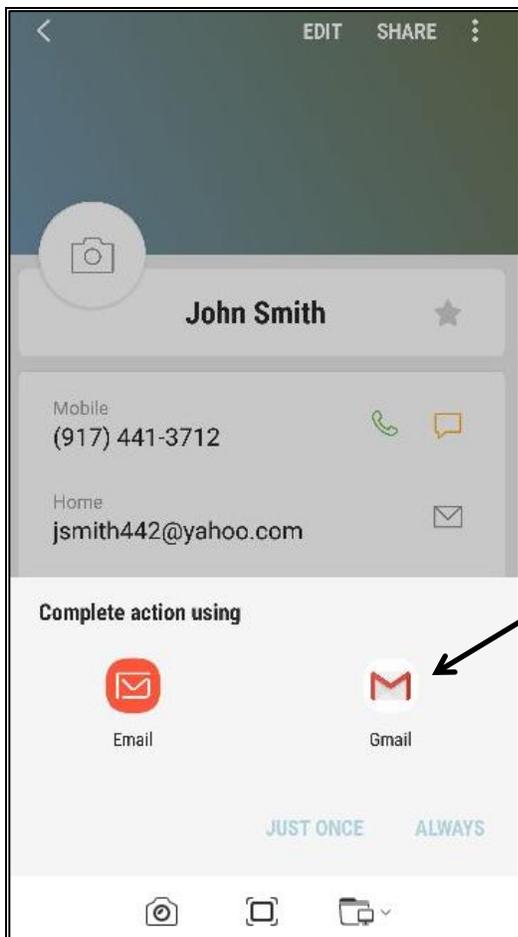
Then compose and send email (separate Quick Start Guide is available if needed).



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Use Contacts to Communicate by Hand (continued)

In this example, you are asked to choose between using the Android's native email program and Google's Gmail program. Since DOROT's Quick Start Guide for email focuses on Gmail, **click** (tap) on Gmail.





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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.