

# Part 7 – More About Contacts

## Making the Miles Fade

Using your smartphone, tablet, PC or laptop to bring you closer to friends and family who live far away (*and those who don't*)



Tech Inner Circle Edition

THE  
HELPFUL BOOK  
COMPANY

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# ***Making the Miles Fade***

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# *A note about this chapter*

Hello

This one's just a quick chapter, covering a couple of useful (but a bit more complicated) things that you can do with your contacts.

You'll discover how to search the contacts app on your phone, tablet or PC to add people your "Skype Contacts" or "Facebook Friends".

We'll also show you some of the fiddly bits to do with storing contacts on an Android phone or tablet – including how to make sure all your contacts are stored safely in a Google account in case your phone breaks or goes missing...

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# Chapter 7

## More About Contacts

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### *Searching your Contacts to Add Them to Other Apps*

*I know this sounds complicated, but don't worry! The idea is to have as many different ways to contact people as possible, so that it doesn't matter which app you're using at the time.*

#### **Why should you do this?**

*This might feel a bit spooky – how does it know who to add? – but don't worry, it's nothing to be suspicious about. It's just your device trying to make life a bit easier for you.*

On page 55 I explained that WhatsApp uses your phone's Contacts app because WhatsApp doesn't have a contacts list of its own. Most messaging apps have their own contacts lists, though, so with so many options for messaging apps, it can get confusing.

And that's why in some apps, like Skype, there's a setting you can use that lets you "sync" your contacts. This means that Skype searches the Contacts app on your device (which I showed you on page 6) for people who also have a Skype account. It then automatically adds those people to your list of Skype contacts.

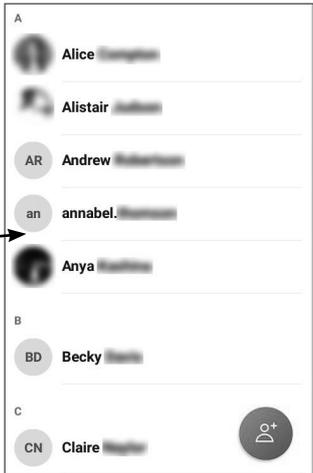
On Facebook, you can upload your contacts to the app, and it'll search Facebook for accounts with those contact details. Facebook will then give you a list of people that it's found whose contact details match those in your Contacts app, with the option to send those people a friend request.

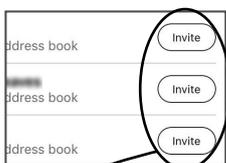
This isn't just a one-time thing either – if you add a new entry to your Contacts app, soon Facebook will send you a friend suggestion for that person (unless you're already Facebook friends with each other).

#### **Syncing your contacts on Skype**

When you first sign into Skype, you'll see a message pop up that says "Find Contacts Easily". This lets Skype automatically search your Contacts app for you to find other people with Skype accounts – just click or tap on "Continue" and that's it!

**To see which contacts have been copied across to Skype:**

- 1) Select the Contacts icon. It's in different places on different devices, but it'll look something like this: 
- 2) Choose the "All" option. If you're using a PC, you'll need to click on the little arrow next to where it says "My Contacts" to get this option: 
- 3) You'll see a list a bit like this one:  These are all the people in your device's Contacts app who have a Skype account.



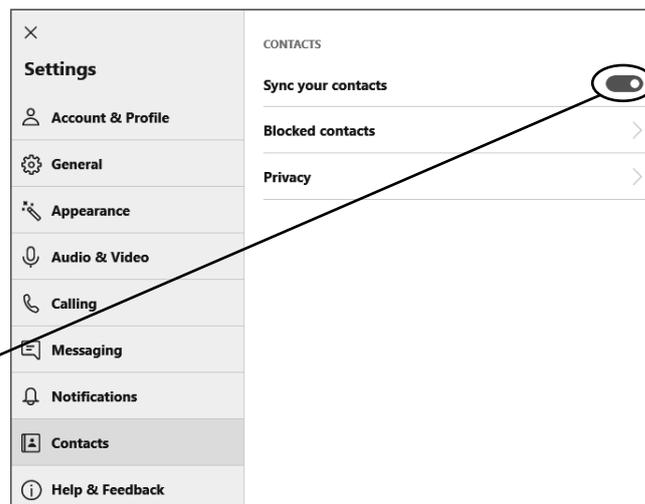
*On iPhones, this list will include all of your phone's contacts. The ones who don't have a Skype account will have a little "Invite" button next to their name. I'm not sure why – seems to defeat the point of syncing them in the first place...*

## Turning off “sync your contacts” in Skype

*This doesn't delete anyone from your contacts, it just means that new contacts you add to your phone won't be added to Skype automatically.*

If you don't want your contacts to be synced for any reason, you can always turn this feature off:

- 1) Find your name and picture at the top of the screen. Click or tap on your picture to open a little menu.
- 2) Click or tap on Settings.
- 3) Then choose Contacts.
- 4) You'll see a switch like this at the top of the screen that says “Sync your contacts”. Click or tap on it to turn off syncing.



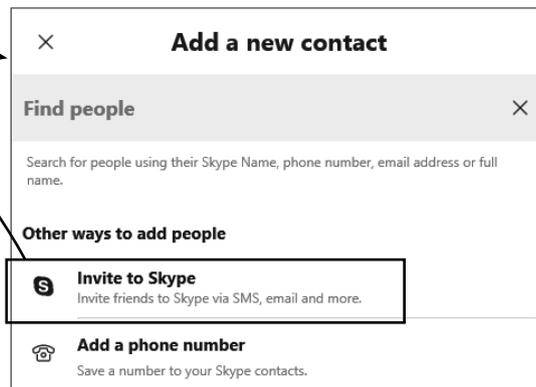
## Inviting someone to join Skype

If you want to video call someone who doesn't have a Skype account, you can send them an invitation to join. To do this, click or tap on the “Add Contact” button. Depending on your device, it'll look something like this:

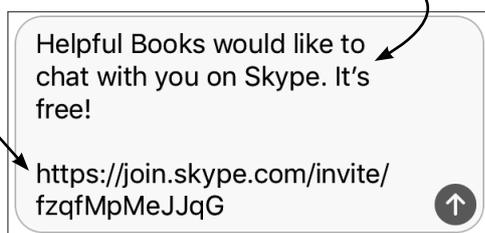


You'll see a menu like this one:

- 1) Select “Invite to Skype”.
- 2) Choose how you want to send the invitation (by text, email, etc). Your device will then take you to whichever app you selected.
- 3) You'll have a message ready to send that looks something like this:



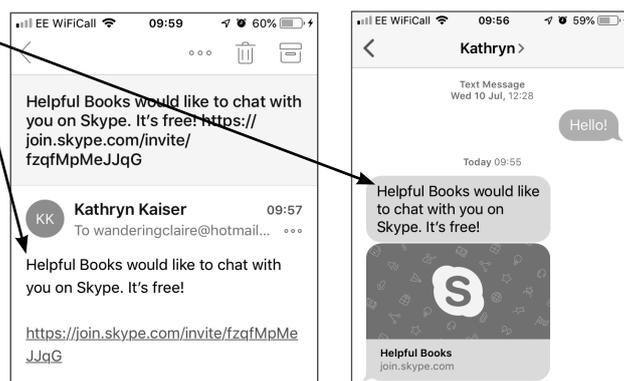
*Your link will look a bit different from this one – Skype creates one that's unique to you.*



- 4) Type the name of the person you want to invite in the “To:” bar at the top of the screen. Then send the invitation.

*On iPhones, you can also do this by tapping on the “Invite” button next to their name in your list of contacts. You then follow these same steps to send them an invitation.*

- 5) They'll get a message a bit like this:
- 6) If they follow the link you sent them, they'll be taken to the App Store, where they can download Skype and set up their own account.
- 7) And that's it! You can now contact each other on Skype.



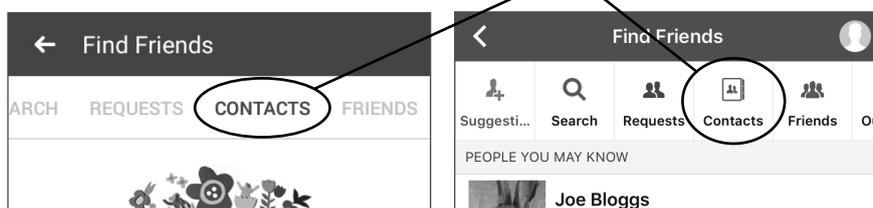
*This feature is only available on the Facebook app – you can't do it on the website. (You used to be able to add contacts from an email address, but they've taken away that feature for some reason!)*

## Adding your contacts to the Facebook app

Back on page 44 I showed you how to find Facebook friends manually. One way you can find friends on Facebook without much effort is to let it use your tablet or phone contacts to find people you might want to make friends with.

Once you've set it up, Facebook will automatically pop up friend suggestions for any new contacts you add to your phone or tablet's Contacts App. It's part of Facebook's "Find Friends" feature (how's that for a mouthful?) and you can only do it through the app.

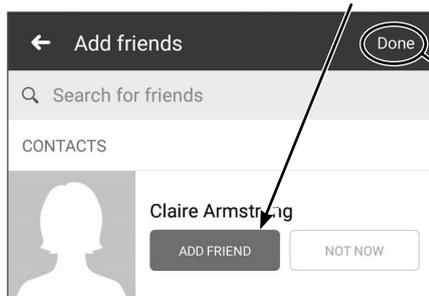
- 1) Tap on the button that looks something like this:  or this:  to open the Facebook menu.
- 2) Choose "Friends" or "Find Friends" from the menu.
- 3) On the next screen, tap on the "Contacts" tab:



- 4) You'll see a screen asking if you want to go ahead – it might look something like this, but it's different on different devices:
- 5) Just tap the big, obvious button to get started.
- 6) Facebook will ask you if you want to continue – just keep tapping "OK", "Allow" or similar. You can always unlink your contacts later. *OR, on iPhones and iPads, if Facebook doesn't have access to your Contacts App, it'll tell you to go to the Settings app. Swipe up on the screen and tap on "Facebook". You need to turn on the switch to let it have access to your "Contacts". Then go back to the Facebook app, and try again.*
- 7) When it's done, it'll show you a list of names. Next to each one, it'll have a button to add them as a friend. Tap the button next to any person you want to send a friend request to.



*It might also pester you to invite other people to join Facebook. I wouldn't bother if I were you – it's up to them if they want to join!*



- 8) To get out of this screen (even if you've chosen not to add any friends), you'll need to tap on "Skip", "Next", "Done" or similar.

# Contacts Apps on Android Devices

**\*\*\*The next two pages are only for people with an Android phone or tablet.\*\*\***

Android devices vary a lot more than iPads and iPhones, because they're made by so many different companies. And that can make it a bit tricky to keep track of your contacts list.

## Android devices can vary a lot

*Some things vary depending on which version of Android your device uses. They try to update (and hopefully improve) the system quite regularly, but if your device is quite old, it might not have the latest version of Android. So don't worry if yours looks or works a bit differently.*

Lots of different manufacturers make Android devices, including Asus, Samsung, Sony, HTC, LG and lots more. This means that there's a lot more variety in how things look on Android devices, as the different manufacturers want to put their own stamp on it. For example, here are a few examples of Contacts app icons on different Android devices:



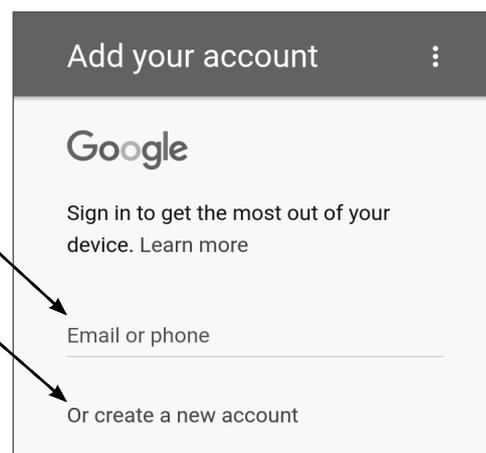
Each one has a little man's head and shoulders on it somewhere, but the shape, colour and level of detail varies quite a bit!

Occasionally, they'll tweak how things work as well. This means that your list of contacts could be stored in a whole variety of different places, depending on who made the phone or tablet. Your device might be set up to save your contacts onto a SIM card, onto the device itself, on a Samsung account (if yours is made by Samsung), on a Google account, or some combination of these options. And it can be really hard to find out where your device is storing them.

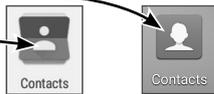
It's always a good idea to keep a record of your contacts in one place. Saving them to an account means you can easily get them back if you lose or break your device, or if you want to use those contacts on a different device. And if you're using an Android device, I recommend a Google account. You probably will have linked the device to a Google account when you first set it up, because you need a Google account to use the Play Store to get apps. If you haven't linked it to one for whatever reason, I'll show you how to do that now.

## Linking your device to a Google account

- 1) Go to Settings, and tap on "Accounts".
- 2) Tap on "Add account". It'll give you a list of accounts you could add – tap on "Google".
- 3) It'll give you the option of adding an existing Google account or creating a new one – it's up to you which you do.
- 4) Once you've set it up, it'll ask you if you want to turn on the automatic back up. I'd recommend saying yes, at least for now.
- 5) If you add an existing account rather than creating a new one, it'll automatically show on your phone any contacts that you already had in that account (although it might take a little while to sync). So then you're ready to copy your existing contacts from your phone into your Google account.



## Saving your contacts to your Google account

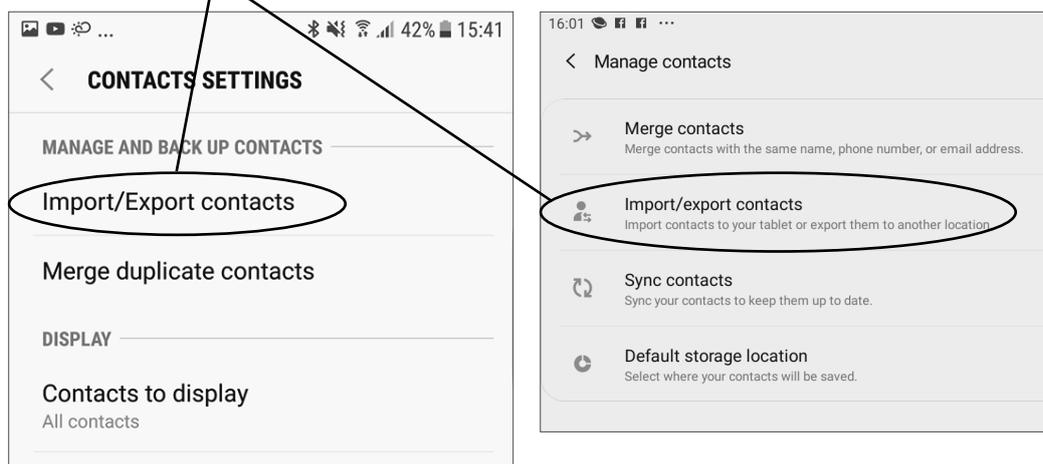
- 1) Open your Contacts app. 
- 2) Tap on the menu or “More” button.
- 3) The option you want might be directly in this menu – if not, you might need to tap “Settings” to see it, or something like “Manage contacts”. This is all different on different devices, but basically you’re looking for something that will let you move your contacts to your Google account.
  - On some devices this option will be simply called “Move device contacts to” – you tap on that, then tap on your Google account and you’re done.
  - On a lot of devices, you need to choose “Import/Export”. You then need to choose where you want to copy contacts from (e.g. SIM card). Then you tap “Next” and choose where you want to copy them to (choose your Google account). You can do this for contacts stored on the device and on the SIM card, till you’re sure that all your contacts are now on your Google account.
  - On some devices, you can tap directly on “Merge with Google”.
  - On some devices, you’re looking for “Sync contacts”.
  - If you don’t get the option at all, it might be that you’re already storing your contacts directly in your Google account.

*If you’re really struggling to find it, try looking for an “Auto-sync contacts” option.*

As you can see, it varies a lot between devices, and I can well believe that there will be dozens of other ever-so-slightly different ways you can do this, depending on your exact model of phone or tablet.

Here are two examples of the options you might have – on both of these, you need to tap the “Import/export” option:

*If you find you have two copies of the same contact (for example if you’d originally saved it to your device, and have now saved it to your Google account as well) there’s a setting called “Merge Duplicates”. This will get rid of the duplicate entries.*



Once you have all your contacts stored in your Google account, you can access them from any device where you can log into your Google account. This gives you the safety of knowing that if you lose your phone or tablet, you haven’t lost your contacts.

# *To be continued...*

Hello again

As I said at the start – just a quick chapter that one. And we're headed rapidly towards the end of the book!

Thursday's chapter will be the last one, all about online journals or "blogs". I hope you've enjoyed this little mini-series of ours, and that you've found it useful.

Until next time.

All the best

Julie Wakeling and The Helpful Book Company

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