How to Add Contacts – iPhone

1. Open Contacts. This is a gray app that contains a person’s silhouette and colored tabs along the right side.
   - Alternatively, open the Phone app and tap Contacts at the bottom of the screen.

2. Tap (+), it’s in the top-right corner of the screen.
3. Choose a reference name. Use the “First name,” “Last name,” and “Company” fields to name the contact in a meaningful way that you will be able to call up at a later time.

4. Tap the add phone field. It’s below the “Company” field. Doing so brings up a text field labeled “Phone.”
Type in the contact’s phone number. At minimum, you’ll usually type 10 digits here.

- The exception to this rule is when you add a number that belongs to a service like Facebook or Venmo, where the phone number is only five digits long.
- If the number is from a different country, add the corresponding country code (e.g., "+1" for the U.S. or "+44" for the U.K.) in front of the phone number.
- You can also change the type of phone associated with the number by tapping home to the left of the Phone field and then tapping an option (e.g., Mobile).
6 Add additional contact information. Use the labeled fields to add other contact information such as email address, birthday, mailing address, and social media accounts.

7 Tap Done. It's in the top-right corner of the screen. Now you've saved the information to your iPhone's Contacts.