


## Adding contacts to your device

This week we are going to look at adding and editing contacts on your device. One of the good things about storing your contacts on your device you can change the details should anyone move to a new house or get a new phone number. It also makes emailing easier if you have an email address stored. We are hoping that you have brought your address books with you so you can start adding your contacts.

	<p>Each week we provide the step by step instructions on how to complete set tasks. This week we are continuing with the theme of making your own notes whilst doing the task.</p>		
	<p>You are all using different devices and different browsers, so you will access your contacts differently.</p>		
	<p>We want you to have control over how you learn new processes.</p>		
	<p>So, with the help and support of Ryan, Julie and our wonderful volunteers you are going to learn how to add your friends &amp; family contact details on your device.</p> <p>We have left some blank boxes for you to write the steps in. Draw an illustration if it helps for you to complete the step.</p>		
<b>Q</b>	<p>What device do you use?</p>	<b>A</b>	
<b>Identifying and opening your contacts</b>			
1	<p>Locate &amp; open your contacts (address book) on your device.</p>		
2			

3		
4		
<b>How do I add a person from Scratch</b>		
1		
2	Add the following people to your contacts.	
3	Ryan McMurdo 0161 494 9947 ryan@startpoint.org.uk	Julie Robinson 0161 494 9947 Julie@startpoint.org.uk
4		
5		
6	Make sure you save what you have added.	
<b>How do I change one of the entries</b>		
1		

2		
3		
4		
<b>How do I delete a contact</b>		
1		
2		
3		
4		