

eContacts Tips & Tricks By Tom Kreuzer

It's time to replace your well worn paper address book and use the power of eContacts. Use the following tips & tricks to take control of your Contacts and make life easier. I highly recommend using and will be talking about the free Google Contacts which can and should be used on all your devices (PC, Apple, Android, Chromebook, Linux, phone, tablet, smart device, and more).

Contact Fields

Contacts are a way to store and organize contact information about the people you communicate with. Each contact can contain basic information like names, email addresses, and phone numbers, but can also include extended information, like physical addresses, employer, department, job title, and much more. You can use the Google Contact app on your devices or from a browser at <https://contacts.google.com/>. Your Contacts are private and can't be shared or seen by other users. When you send an eMail, the recipient will see the name you saved for the contact.

These fields are all optional, fill in what you can. Common Fields:

- Photo – Use your Camera, Facebook photo, or any Google image. The photo will show on your phone when you get a call. If the contact or business has a Gmail account with a photo, it will show.
- Labels – Group of contacts. Use to Send email to multiple people, organize contact, or easier searching.
- First name, Last name, Company, and Job title.
- Email(s) – 1 or more with labels like Home, Work, or Custom
- Phone(s) – 1 or more with labels like Home, Work, Mobile, Fax, or Custom
- Notes – Any text. I track last contact and info about the person. Use as a contact management system.

More Fields:

- Prefix, Middle name, Suffix, Phonetic (first, middle, last), Nickname, File as, or Department.
- Address(s) (country, street, City, State, Zip) – 1 or more labels like Home, Work, Cabin, Old, or Custom. Click to see address in Google Maps, get directions, or send to phone.
- Birthday – Show in your Calendar by default. Can be turned off in Calendar Settings if you do not want them to show.
- Event(s) – 1 or more with labels like Anniversary or Custom. Will show in Calendar if Birthdays are shown.
- Website(s) – 1 or more with labels like Profile, Blog, Home Page, Work, or Custom.
- Relationship(s) – 1 or more with labels like Spouse, Child, Mother, Father, or Custom.
- Chat, Internet call, or Custom field.

Tips & Tricks

- Contacts are used to auto fill entries when sending an eMail, calendar invites, calendar birthdays, phone calls, text messages, chats, permissions to Google Drive, Google map address, and many other functions.
- Fill out details for your important Contacts all at once or over time.
- The Frequently contacted section on the left sidebar makes it easy to see your top contacts in one place.
- Click the Star icon to add an entry to your favorites, so it always appears at the top of your list.
- Sync your Contacts on all your devices so you can make additions and changes on any device. If you do not sync, you will go crazy with different or old info on different devices.
- See keyboard shortcuts by typing “?” in your browser.
- To create a new contact click the “+ Create contact”.
- You can create a new contact in Gmail by hovering over the eMail address and clicking the icon “Add new contact”.
- When you email or respond to someone that is not in your contacts, Google automatically creates an entry with their email address in your "Other contacts" label/group. You can create a real contact from the entry and add more detail at any time by opening it up and clicking on the “Add to contacts”.
- On your smartphone there is the option to save inbound or outbound phone or text phone numbers as a new contact.
- You can edit contact in Gmail by hovering over the eMail address and clicking the icon “Edit contact”.
- Use the hourglass Search to find a contact.
- Use the “?” next to the Search and Settings to get Help.
- Sort your contacts either by last name or first name.
- Display the last name first instead of the first name.
- On your phone you can open a contact and select the three vertical dots on the top right.
 - “Add to Home screen” to put a shortcut on your home screen for a frequent contact.

- Can also change Share, Set ring tone, Route to voicemail, or Block number.
- Merge Contacts – Use “Merge & Fix” or Select the contacts to merge on the home screen. Tap on the three-dot icon. Choose Merge. Handy if you have received eMail from a contact that has a personal and work eMail or if a contact has a mobile and work phone.
- Undo Changes in browser - Accidentally edited or deleted can undo any changes to your contacts in the past 30 days. Go to Settings from the three-bar icon. Scroll down and tap on Undo changes.
- Delete contacts you no longer need or connect with.
- Gmail shows your earlier email interactions in the contact detail.
- Import contacts from other systems like Microsoft or Apple.
- Export contacts to backup or load into software like Excel or Sheets.
- Pick one Contact system as your master (Google, Hotmail, Apple). If you do not, you will go crazy with different or old info on different devices. I recommend Google.
- Google Contacts has a limit of 25,000 contacts. Import has a limit of 3,000 contacts at a time.

Additional Links and Information

Carondelet Tech Help Resources: <https://carondeletvillage.org/tech-help-resources/>
Questions or comments can be sent to TCKreuzer@gmail.com