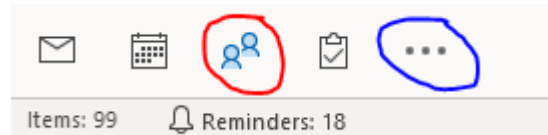


Using the 'Contacts Backup' your iPad or iPhone contacts

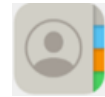
Check number of contacts before exporting

Before you follow this guide, check your current number of contacts to confirm in Outlook and on your phone how many you have. This will let you know when you've completed the steps below that you've backed up all contacts on your device. The contact numbers should match up or at least very close. Do this check as follows:

In Outlook on your pc open the '**contact**' tab shown on right (in red) which will be next or close to your email or calendar icon. Note: you may need to click the ellipsis (3 dots in blue) in order to see this icon.



On your device (iPhone) – open up the 'Contacts' app and scroll down to the bottom of the screen where it will give you a total number of contacts on your device e.g. '115 Contacts'



Exporting contacts using Contacts Backup

1. Go into 'CouncilApps' and install 'Contacts Backup'
2. Open the newly downloaded 'Contacts Backup' app 
3. The app will ask for access to you contacts. Click 'yes' or 'allow'
4. Choose the vCard option then click 'Send to mail'
5. Type in your own work email address
6. Send email
7. In Outlook on your laptop, save the 'vcard' file to your 'H' Documents or 'OneDrive' account. If it helps, save it in a folder called contactsbackup or similar to make it easier to find later.
8. **Repeat the above steps from Step 4 and in place of 'vCARD' choose 'Excel' and send a copy of the extract in this format as well. This provides an extra back up just in case the vCard format fails.**

Import list of contact to Outlook

1. In Outlook on your PC, click 'File' (top left) then 'Open & Export' then 'Import/Export'
2. Choose 'Import a VCARD file (.vcf)'
3. In the window – search for and find the 'vcard' file in the 'contactsbackup' folder you have just saved and click 'open'
4. Your contacts should now be showing in the outlook contacts window and the count of the contacts should now match this of your phone or iPad. You may find some of the contacts have been duplicated but the numbers should now match up.