Adding and managing contacts

The iPad allows you to save contact information for the people you know using the **Contacts** app. You can use saved contact information to quickly place a FaceTime call, send an email, and more. The iPad allows you to create as many contacts as you need, so you'll always have important contact information with you.

To add a contact:

1. Tap the **Contacts** icon on the Home Screen.
2. The contacts list will appear. Tap the **+** button.
3. Enter the desired contact information. At the very least, you should enter a first and last name, as well as an email address. However, you can also enter other information, like a **phone number**, **street address**, **birthday**, and more.
4. When you're finished, tap **Done**.

To edit information for an existing contact, select the contact, then tap **Edit**.

Managing contacts via iCloud.com

If you want to add or edit several contacts at the same time, you might find it easier to use a computer with a normal keyboard. To do this, simply navigate to **www.iCloud.com**, click **Contacts**, then add or edit your contacts as needed. When you're done, the information will be automatically synced to your iPad.

Your iPad must be connected with iCloud to use this feature. Review our lesson on **Syncing Your iPad** to learn how.

Navigating contacts

If you have a lot of different people saved to your contacts list, it can be difficult to find a contact quickly. Fortunately, there are two easy ways to navigate your contacts:

- **Search**: You can quickly search all of your contacts by using the **Search** bar at the top of the contacts list. Just tap the Search bar and type. Any contacts matching your search will appear.

Browse by letter: You can quickly browse through your contacts list by letter. Just tap the desired letter to the right of the contacts list. You can also drag your finger up or down the letters to quickly scroll through your contacts.