

# **Search and View Contacts**

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## Android

Read on to learn view, search, and edit contacts in your Contacts list.

#### Overview

- Once you set up your Contacts list, any contacts will appear on the Contacts screen. You can:
  - Tap a contact to see options for calling and messaging them.
  - View, add, and update contacts.

#### Before you start

• To view, edit, delete, or message contacts, you must add at least one contact.

#### View, search and edit contacts

1. The **Contacts** screen displays all contacts in alphabetical order by default. *Note: The next set of instructions will teach you how to change this setting if you like.* 

2. Tap on **Search** to begin typing any contact detail to narrow down the list to a desired contact. Note: The search field will not display until you begin scrolling.

← dire +1 641-200	-4736	× :			
CALLS		CONTACTS			
	1 Stored Contact(s)				
Director	Vidya Bhat Director Product Quality Assuran Vidya.Bhat@Movius.ai				
	0 Directory Contact(s)				
	Search "dire" oduct Quality				

2. Clicking on any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.





3. Clicking on the Settings menu in the top right-hand corner allows you to choose to delete or edit, the selected contact.





#### Change the Contacts list display and order

- 1. Tap the **menu icon :** in the bottom right (iOS) or upper right-hand corner (Android).
- 2. Tap Settings.
- 3. Tap Contact Settings.
  - You can sort by first or last name
  - You can display first name or last name first





4. When complete, you can exit the menu and your Contacts list will be in the chosen**Sort by** and **Display order** settings selected.

### **Movius for BlackBerry**

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#### Overview

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#### View, search and edit contacts

#### iOS

1. The **Contacts** screen displays all contacts in alphabetical order by default. *Note: The next set of instructions will teach you how to change this setting if you like.* 



2. Start entering the any contact detail into the **Search** bar to narrow the list to a specific contact. Note: The Search bar will not display until you begin scrolling.

9:41	I	ull 🗢 🔲		
	MOVIUS	+		
	All Favourites			
Q Se	arch			
	vius Number 70) 246-3889			
А				
AS	Aaron Smith	A B C		
AJ Abraham Johnson				
AW				
AG	AG Alexander Garcia			
AB	Andres Brown	O P Q R		
AJ	Arthur Jones	S T U		
AD	Angelo Davis			
AM Atticus Miller				
AT	Asher Twain			
AC	Aura Crawford			
		000		
Recents	Messages Contacts Keypad			
	iOS Contacts Screen			

3. Clicking on any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.



9:41		.ul 🗢 🗩
🗸 Back	Details	Edit
🤹 Adam .	James	
Work +1 470-246-6	6026	00
Company JPM		
Job Titile Operations Le	ad	
Other adam.james@	moviuscorp.com	
Add to Favorit	tes	
Block Contact		

4. Clicking on the **Edit** button in the top right-hand corner allows you to choose to delete or edit, the selected contact.

#### Android

1. The **Contacts** screen displays all contacts in alphabetical order by default. *Note: The next set of instructions will teach you how to change this setting if you like.* 

2. Tap on **Search** to begin typing any contact detail to narrow down the list to a desired contact.



Note: The search field will not display until you begin scrolling.



2. Clicking on any contact will bring you to that contact's information page, where you can call, message, favorite, or block the contact.





3. Clicking on the Settings menu in the top right-hand corner allows you to choose to delete or edit, the selected contact.



		▼⊿ 🗎 12:30		
$\leftarrow$ 🗃 Contact Details				
		Delete		
	AH	Edit		
		Block Contact		
Adele Hobbs				
JPM <sup>,</sup> Company				
Product Manager Job Title				
<b>PLM</b> Depar	tment			
Ľ,	<b>+1 (918) 799-70</b> MOBILE	000		
$\succ$	adele.hobbs@jpm.com Other			

#### Change the Contacts list display and order

- 1. Tap the **menu icon :** in the bottom right (iOS) or upper right-hand corner (Android).
- 2. Tap Settings.
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