

# How to: Add Contacts on an Android

It is handy to add the numbers of people we know on to our devices so that we can easily get in touch with them when we need to. All you need to know is their name and mobile number!

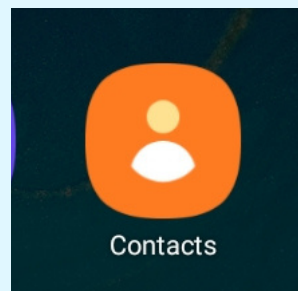
carers advice line  
**0113 380 4300**

**6-8 The Headrow, Leeds, LS1 6PT**  
**Tel** 0113 246 8338  
**Email** [advice@carersleeds.org.uk](mailto:advice@carersleeds.org.uk)

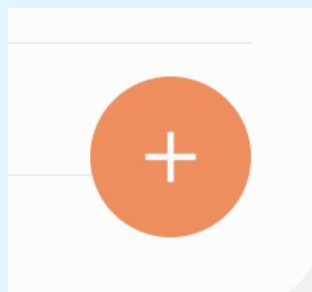
**Website** [carersleeds.org.uk](http://carersleeds.org.uk)  
**Twitter** @CarersLeeds  
**Facebook** Carers Leeds

**Unlock your device.**

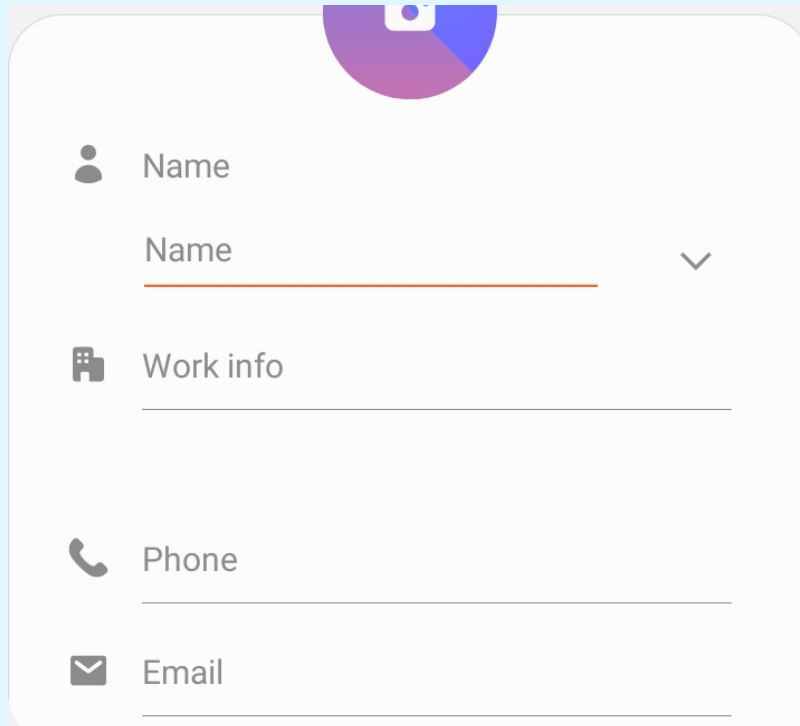
**Tap on the 'Contacts' icon. This is usually a picture of a person.**



**Tap the '+' icon to add a new contact.**

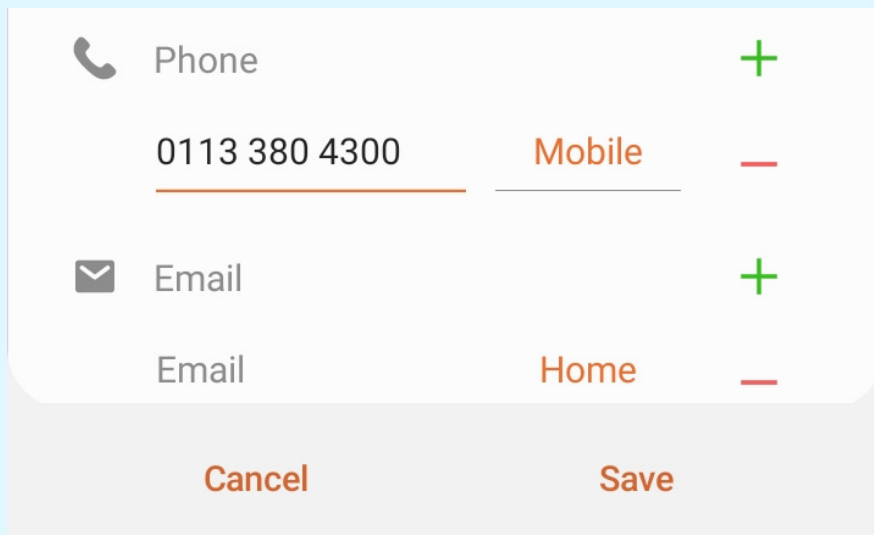


**Enter the name and the mobile number of the contact you wish to add. To enter the information in each box, tap in the space to move the cursor.**



A screenshot of a contact creation form. At the top, there is a circular profile picture placeholder with a white camera icon. Below it, the form has four sections: 'Name' with a person icon and a text input field containing 'Name' and a dropdown arrow; 'Work info' with a building icon and a text input field; 'Phone' with a telephone icon and a text input field; and 'Email' with an envelope icon and a text input field.

**Tap 'Save' to save the contact.**



A screenshot of a contact save confirmation screen. It shows two rows of contact information. The first row is for a phone number: '0113 380 4300' is entered in a text field, 'Mobile' is selected in a dropdown menu, and a green plus sign is to the right. The second row is for an email address: 'Email' is entered in a text field, 'Home' is selected in a dropdown menu, and a green plus sign is to the right. At the bottom, there are two buttons: 'Cancel' and 'Save'.

**Your contact will now be saved to your phone and you can access this via the contacts app!**