

Find and edit contacts from gmail

First

Open Your web browser



Safari



Explorer

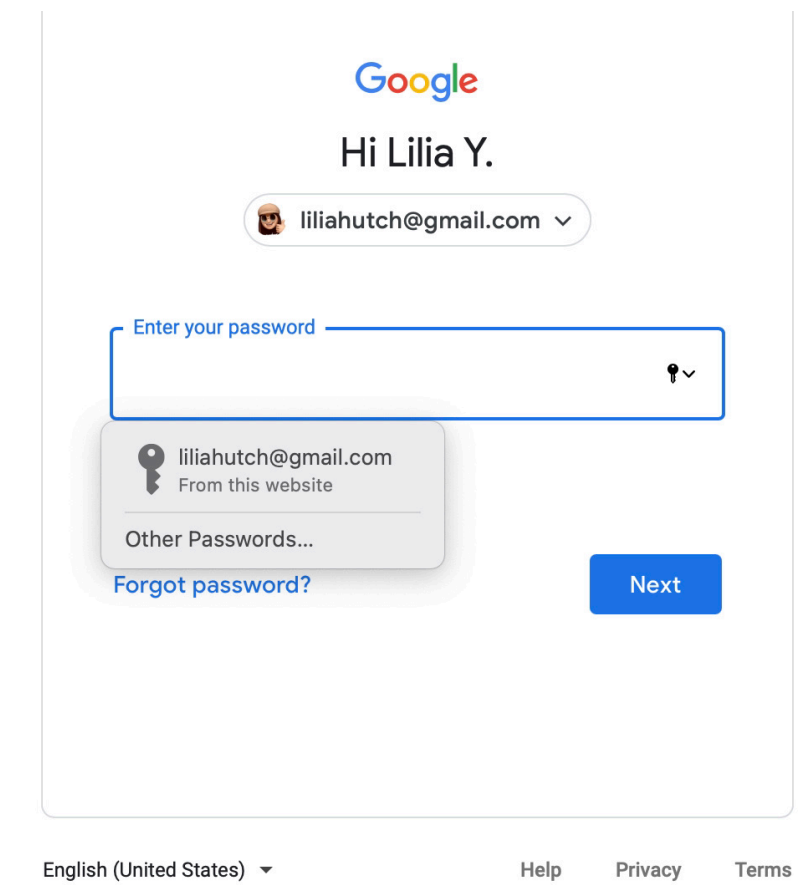
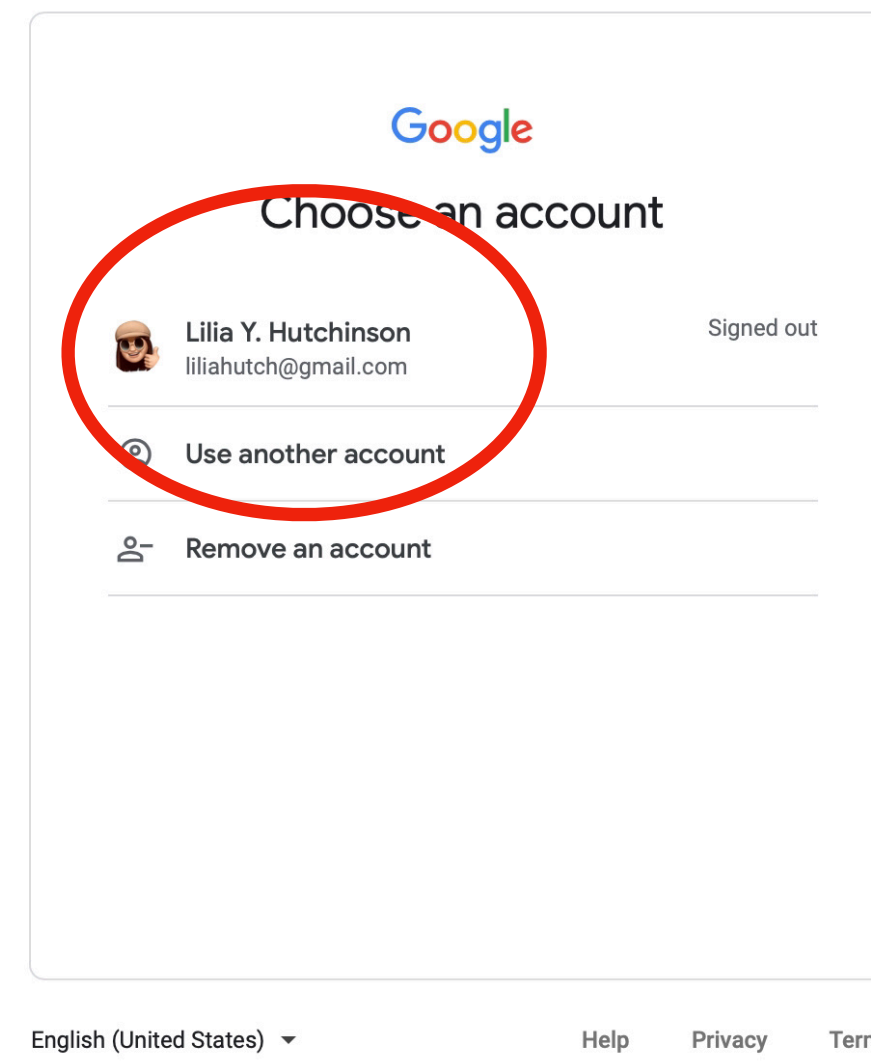
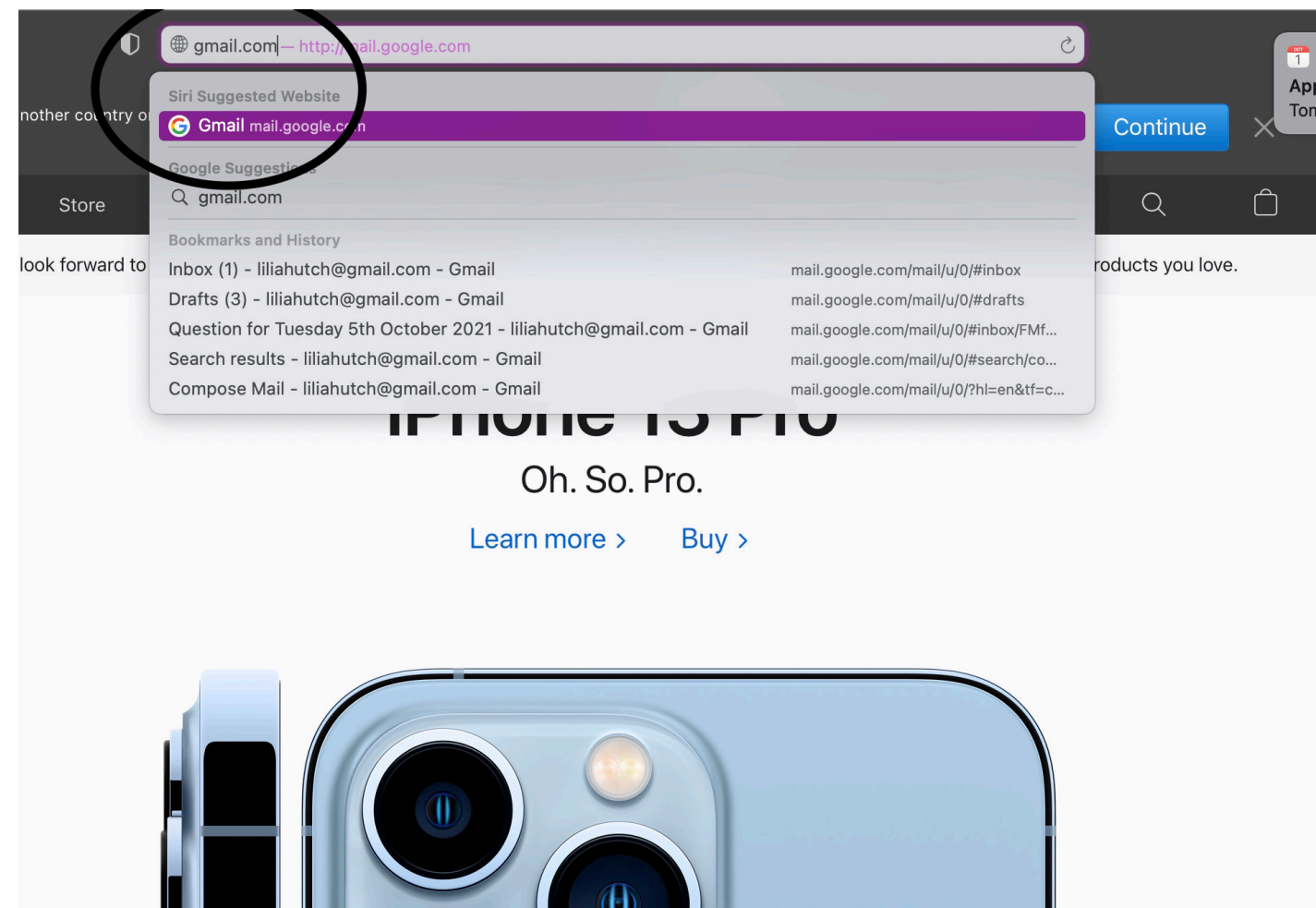


Google



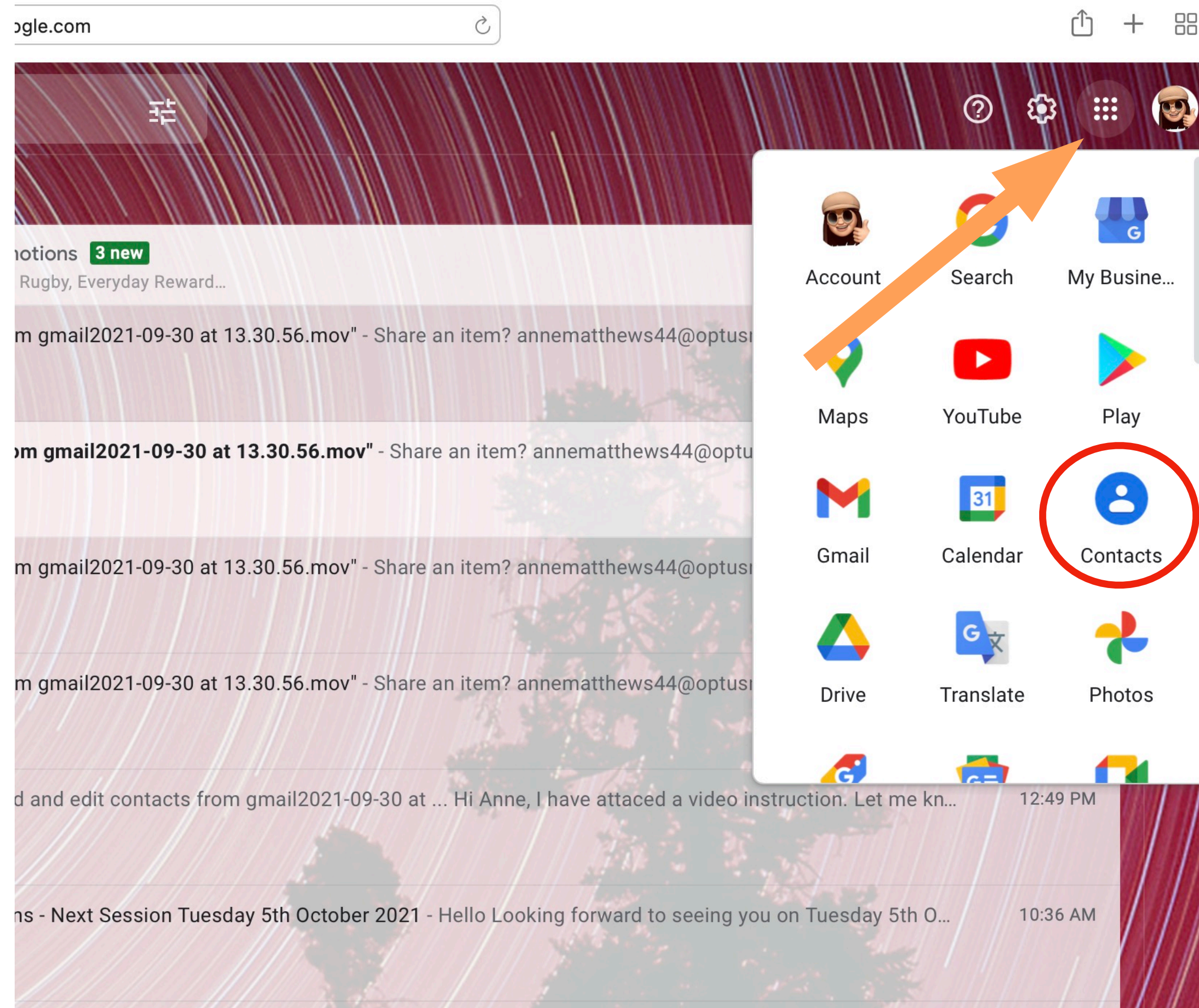
Yahoo

Type gmail.com in the search engine, select the account and enter the password.



From inside your gmail account

Click on the nine dots to reveal the drop down menus and select contacts



Enter your gmail contact list

Inbox (1) - llliahutch@gmail.com - Gmail

contacts.google.com

Google Contacts

Contacts

Create contact

Contacts

Frequently contacted

Merge & fix 3

Labels

Friends 10

YouTube

Create label

Import

Export

Print

Other contacts

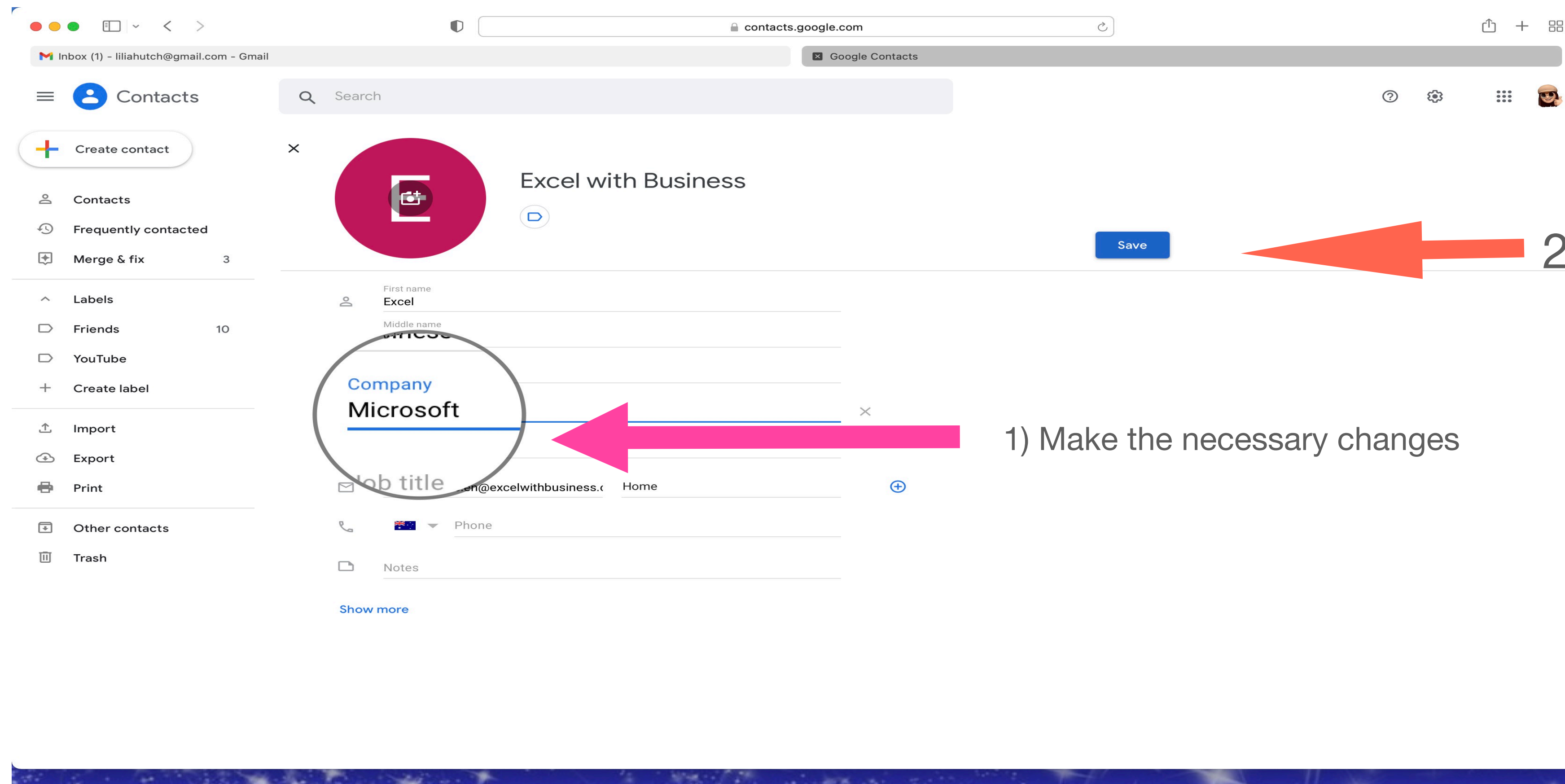
Trash

Name	Email	Phone number	Job title & company
Excel with Business	support.apps.en@excelwithb...		
farm_Tim75	farm_Tim75@yahoo.com		

Select the **name** of the contact you need to edit

Your screen will isolate the contact you selected

The image shows a browser window with the URL `contacts.google.com`. The page displays the Google Contacts interface. On the left, there is a sidebar with a 'Create contact' button and a list of categories: 'Contacts', 'Frequently contacted', 'Merge & fix' (with a count of 3), 'Labels', 'Friends' (with a count of 10), 'YouTube', 'Create label', 'Import', and 'Export'. The main content area shows a contact profile for 'Excel with Business' with a red circular profile picture containing a white 'E'. Below the name are icons for email, calendar, messages, and video. A 'Contact details' box shows an email address: `support.apps.en@excelwithbusiness.com` with a 'Home' label. To the right of the contact name are a star icon, a vertical ellipsis menu icon, and a blue 'Edit' button. A blue arrow points upwards from the word 'Click' to the 'Edit' button.



Save

2) Press

Company
Microsoft

1) Make the necessary changes

Screen returns to the contact list view:

