






Apps

Your phone comes ready with some great apps. To find and add more apps, tap  **Play Store**. To learn more, see [App safety](#).

Phone





Keep in touch by choosing a contact, returning a missed call, or using a voice command to start a call.

Manage calls with the Quick View external display

- » **Make a call:** When your phone is unlocked, swipe left on the Quick View external display and tap a favorite contact to call them. To use voice commands to make calls when your phone is closed, see [The Google Assistant™](#).
- » **Continue a call:** When you receive a call, open your phone to answer it. Closing the phone ends the call unless you're using the speaker, a Bluetooth device, or a headset.
Tip: To change these settings, tap  **Phone** > Menu  > **Settings** > **Actions on flip open and close**.
- » **Respond with a text:** When you receive a call, you can also send a quick text reply from choices that appear on the external display. Or send a quick response to an email by swiping on the keyboard.
Tip: To edit your quick text replies, open your phone and tap  **Phone** > Menu  > **Settings** > **Quick responses**.
- » **Ignore a call:** Press the Power button to reject the call and send it to voicemail, or press a volume button to silence the ringer.

Make a call

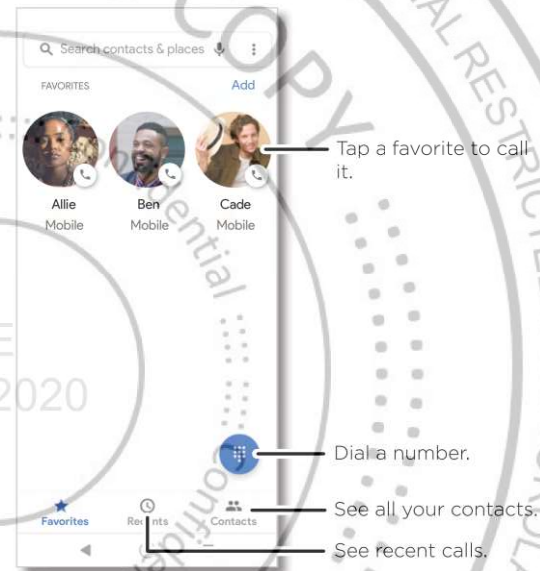
Find it: Open your phone and tap  **Phone**

- » **Call a contact:** To call a contact or recent call, tap the contact name.
- » **Dial a phone number:** To open the dialpad, tap . Enter a number, then tap  to call it.
- » **Voice dial:** To voice dial, tap  on the home screen or say "Hey Google", then say "Call <name>".
- » **Voicemail:**  appears in the status bar when you have new voicemail. To hear it,

swipe down and tap the notification.

- » **Make a contact widget:** Touch and hold an empty spot on the home screen, tap **Widgets**, then touch and hold the **Direct dial** widget. Drag it to your home screen, then select the contact. Tap the widget to call the person.

Tip: To enter the international dialing code (+), touch and hold **0**. To add a pause or wait after numbers, tap Menu .










Receive a call (when your phone is open)

- » **Answer a call:** When your phone is open but locked, swipe  up to answer. When the phone is unlocked, tap **ANSWER**.
- » **Ignore a call:** When your phone is open but locked, swipe  down to reject the call and send it to voicemail. When the phone is unlocked, tap **DECLINE**.
Tip: You can also press the Power button to ignore the call, or press a volume button to silence the ringer.

» **Respond with a text:** When your phone is open but locked, swipe up  and select a message to respond.



Note: When you hold your phone to your ear, the touchscreen goes dark to avoid accidental touches. When you move the phone away from your ear, the screen lights up again.

During a call (when your phone is open)

- » **Mute a call:** Tap  **Mute** on the call screen to mute the call. You can hear your caller, but they can't hear you.
- » **Multi-task:** While you're on a call, tap Home  to hide the call screen and look up a phone number, address, or open other apps. To reopen the call screen, swipe the status bar down and tap **Ongoing call**.
- » **Answer a second call:** To answer a second call, tap  **Hold and Answer Voice**. The first call is placed on hold. To switch between calls, tap  **Swap**.
- » **3-way call:** To join two calls together, answer the second incoming call while your first call is active, or tap  **Add call** to dial a second call. The first call is placed on hold. Tap  **Merge** to join the calls together.
- » **End a call:** Tap .

Favorites

See all your favorite contacts together.



Find it: Open your phone and tap  **Phone** >  **Favorites**



To add favorites, tap  **Contacts**, scroll or search to find the contact, then tap the picture (or letter, if no picture) and tap  **Favorites**.

Recent calls

View your calls (with newest first), and then call, text, or store them:

Find it: Open your phone and tap  **Phone** >  **Recents**

- » To return a call, tap  next to the caller's name or number.
- » To send a text message, store the number, or other options, tap the caller's picture.
- » To remove an entry from the call log, tap the name or number, then tap **Call details**
 - >  **Delete**.



» To clear the list, tap Menu  > **Call history** > Menu  > **Clear call history**.



Your phone number

Find it: Swipe up  >  **Settings** > **System** > **About phone** > **Phone number**

Emergency calls

Your service provider programs one or more emergency phone numbers you can call under any circumstances, even when your phone is locked. Emergency numbers vary by country. Your pre-programmed emergency number(s) may not work in all locations, and sometimes an emergency call cannot be placed due to network, environmental, or interference issues.

- 1 Tap  **Phone** (if your phone is locked, drag  up to unlock it, then tap Emergency).
- 2 Enter the emergency number.
- 3 Tap  to call the emergency number.

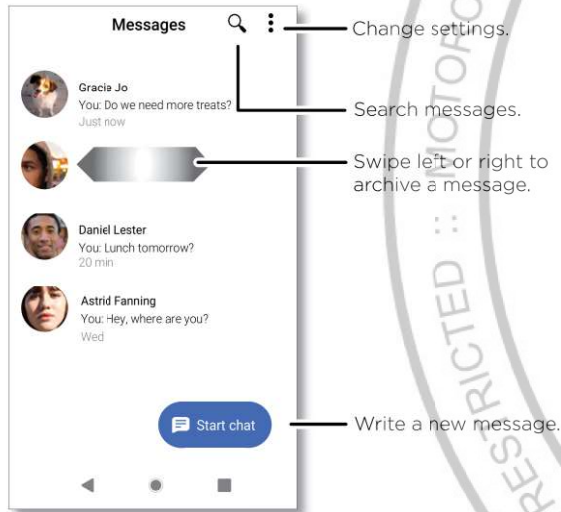
Note: Your phone can use location based services (GPS and AGPS) to help emergency services find you. For more information, swipe up  >  **Settings** > **Security & location** > **Location** > **Advanced** > **Location services**.

Messages

Stay in touch with messages and pictures. For tips on using the keyboard, see [Use the keyboard](#).

Find it: Swipe up  >  **Messages**









- » **Create:** Tap .
- » **Attach:** When you're typing a message, tap  to attach a picture, audio, video, or more.
- » **Send:** Tap  to send the message.
- » **Reply:** Open a conversation, then enter your response in the text box at the bottom and tap .



Tips

- » **Add a contact:** In a conversation, touch and hold a message for more options, such as adding another contact.
- » **Delete thread:** To delete a whole thread of messages, touch and hold the thread,

then tap  to delete.



- » **Save pictures:** Touch and hold a picture, and then tap  to save it. To see the picture, swipe up  >  **Photos**.
- » **Voice entry:** Tap a text box, then tap  on the keyboard.
Tip: If you don't see  on the keyboard, swipe up  >  **Settings** > **System** > **Languages & input** > **Virtual keyboard** > **Google voice typing** to activate voice entry.
- » **Turn off notifications:** Stuck in a busy conversation? You can turn off notifications. Tap the thread, then tap Menu  > **Details** or **Group Details** > **Notifications**.

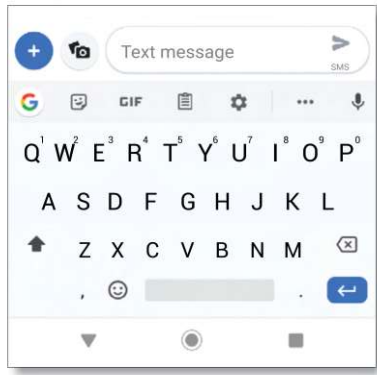
Set your default messaging app

To set your default messaging app, swipe up  >  **Settings** > **Apps & notifications** > **Advanced** > **Default apps** > **SMS app**, and select the messaging app to use as the default.

Use the keyboard

When you tap a text box, like in a message or search, you have keyboard options.

- » **Type or gesture:** Enter letters by touching them one at a time. Or, enter a word by tracing a path through the letters. While you're typing, word suggestions appear above the keyboard. Tap one to select it.
- » **Voice entry:** Tap  on the touchscreen keyboard, then say what you want to type.
- » **Close the keyboard:** Tap .



See a different keyboard? It varies by app. This one is for texting.

- » **Symbols and numbers:** Touch and hold a letter to enter the number at the top of it. To enter symbols, tap
- » **Capital letters:** Tap twice quickly.
Tip: Tap for initial capital letters.
- » **Keyboard options:** To customize your keyboard, swipe up > **Settings** > **System** > **Languages & input** > **Virtual keyboard** > **Gboard**.
- » **Cut, copy and paste:** Touch and hold a word to highlight it, tap **Cut** or **Copy**. Touch and hold the location you want to paste the text, and tap **Paste**.

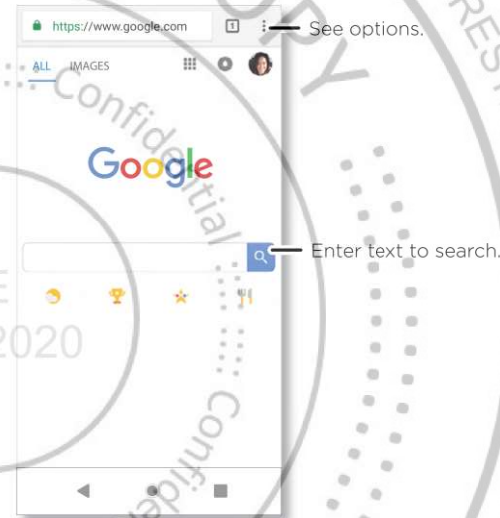
Chrome™

Access the Internet with the Chrome browser app.

Find it: **Chrome**

Or, from the home screen, tap the Google search box and enter or speak text to search.


Note: Your phone uses your Wi-Fi network (or your mobile phone network if no Wi-Fi network is connected) to access the Internet. If you can't connect, contact your service provider. Your service provider may charge to surf the web or download data.




- » **Go to a web page:** Tap the address bar at the top of a page and enter an address.
- » **Add a bookmark:** Tap Menu > .
- » **Open a bookmark:** Open the address bar, then tap Menu > **Bookmarks**.
- » **Web page shortcut:** To add a web page shortcut to your home screen, go to the web page and tap Menu > **Add to Home screen**.
- » **Mobile sites:** Some websites automatically show you a "mobile" version of their page—if you want to show the standard computer versions of all websites, tap Menu > **Desktop site**.

» **Reload:** If a page doesn't load correctly, tap Menu  > .

» **Tabs:** To open a new tab, tap Menu  > **New tab**. To move from one tab to another, tap .

» **Clear history:** In the browser, tap Menu  > **Settings** > **Privacy** > **Clear browsing data**. Then choose history, cache, cookies, and other options.

» **Help:** For more about Google Chrome, tap Menu  > **Help & feedback** or visit <https://support.google.com/chrome>.


Downloads

Warning: Apps downloaded from the web can be from unknown sources. To protect your phone and personal data from theft, download apps only on Google Play™.

» **Files:** Tap the download link. To show the file or app, swipe up  >  **Files**.

» **Pictures:** Touch and hold it, then tap **Download image**. To see the picture, tap  **Photos** > **Download**.

Browser settings

To change your browser security settings, text size, and more, tap Menu  > **Settings**.


Safe surfing & searching


Keep track of what your browser and searches show:

» **Incognito:** To open a tab that won't appear in your browser or search history, Menu  > **New Incognito tab**.

» **Auto complete:** Your browser automatically fills in names and addresses, if you have entered the same information before. To turn off this feature, tap Menu  > **Settings** > **Addresses and more** > **Save and fill addresses**.

Tip: Auto complete also fills in payment information, such as a credit card. To turn off this feature, tap Menu  > **Settings** > **Payment methods** > **Save and fill payment methods**.

» **Pop-ups:** To stop pop-up windows from opening, tap Menu  > **Settings** > **Site settings** > **Pop-ups and redirects**, then tap the switch to turn it off.

» **Safe browsing:** To protect your phone from websites that might be unsafe, tap Menu  > **Settings** > **Privacy** > **Safe Browsing**.

Camera

Take crisp, clear photos with the external or selfie camera.

When your phone is closed, unlock it and swipe right to open the camera. Or, access your camera with a twist of your wrist or by using Google Assistant. See [Take selfies with the Quick View external display](#).

Take photos with the main camera

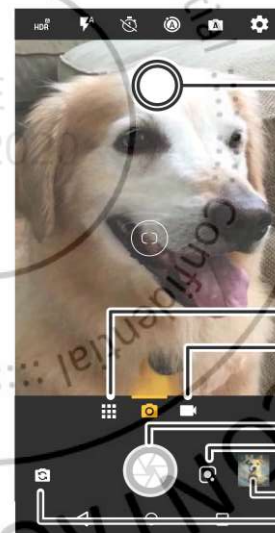
Find it:  **Camera**

» **Take a photo:** Tap  to take a photo.

» **Take a selfie:** Tap  in the camera screen to switch to the selfie camera.

» **Zoom:** Swipe up or down. (Or pinch two fingers together.)

» **Multi-shot:** Touch and hold  to take a burst of photos.



Tap anywhere to change the focus (rear camera only) or exposure. Slide the bar to adjust brightness.

See more options.

Switch to video camera.

Take a photo.
Use Google Lens.

See your last picture.

Switch to front camera.

Record videos

Find it: **Camera**, then tap

Tap to start recording. Then tap to stop recording. Tap on the screen while recording to save a photo.

Camera settings

Point, tap, and you're done, or play with these camera options. You can find these options along the top of the camera or video screen:

Options	
HDR	Turn on HDR (high dynamic range) effect for better pictures in challenging lighting situations, such as outdoors.
Flash	Set to On , Off , or Auto . For front facing cameras with flash, you can also turn the Torch or Flashlight on or off. Note: For front facing cameras, you may see a flash or a white screen before the photo is taken.
Beautify	With the front-facing camera, smooth skin and beautify faces. Set to Auto , Manual , or Off .
Timer	Set a timer to 3 or 10 seconds.
Active photos	Turn on to capture a brief photo in motion of your subject.
Auto/Manual	Control professional camera settings. Set to Auto or Manual .
Torch	In video mode, turn on a flashlight (with the back camera only).
Stabilization	In video mode, remove some of the shakiness of the video.
Video	Take a video.
Photo	Take a photo.

To find these options, tap Menu or swipe right on the camera screen:

Options	
Portrait	Take portraits using special enhancements and effects. For more, see Take portraits .
Cutout	Cut out the subject in the foreground and replace the background. For more, see Change or add your portrait's background .
Spot color	Pick one color from the viewfinder while everything else becomes black & white.
Night vision	Take photos in low light situations.
Cinemagraph	Freeze parts of a video for an artistic effect.
Panorama	Take a wide-angle shot. Use the on-screen guide to slowly pan while you are taking the photo.
Group selfie	Take a wide-angle selfie for groups.
Live filter	Choose a filter to apply to your photo.
Slow motion	Take a video that will play in slow motion.
Timelapse	Take a video using timelapse to make a longer video play faster. You can set the playback speed as 4x , 8x , 16x , and 32x (times) faster than a regular video.
Feedback	Send feedback to the developers of this camera app.
Help	See help for using the camera.



To find these options, tap at the top of the viewfinder:

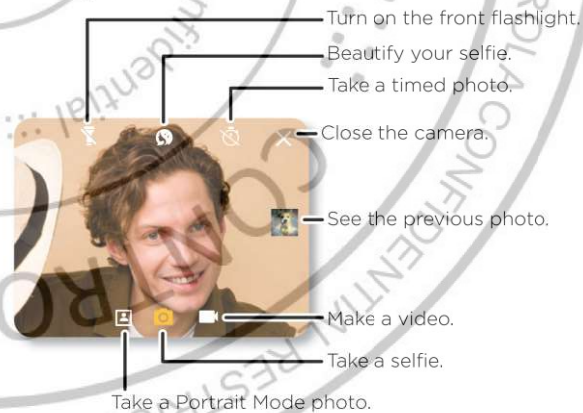
Options	
Instant review	Show a preview of a photo on the external display after you take it.

Options	
Camera cartoon	With the phone open, show an animation on the external display to catch your subject's attention.
Photo size (rear or selfie camera)	Set the photo resolution for the camera.
Video size (rear or selfie camera)	Set the video resolution.
HDR	Turn on HDR (high dynamic range) effect for better pictures in challenging lighting situations, such as outdoors.
Slow motion size	Set the video resolution for a slow motion video.
Selfie photo mirror	Turn on to take a mirrored selfie. Note that the viewfinder won't show a mirrored selfie, but the photo will be mirrored after you take it. (If your phone has Active Photos, turn it off to use this feature.)
Quick capture	Twist twice to open or switch between front and back cameras.
Tap anywhere to capture	Capture photos or videos by tapping anywhere on the screen. Zoom by scrolling up or down with one finger.
Shutter sound	Turn the shutter sound on or off.
Assistive grid	Overlay a grid to help align the subjects in your photos or videos.
Leveler	Take perfectly level photos using a guide line in the viewfinder.
Watermark	Add a watermark or signature to your photos.
Auto smile capture	Automatically detect smile and take a photo when all of the subjects (limited to five faces) in the viewfinder are smiling.

Options	
Gesture selfie	Hold up your palm to start a two-second timer to take a selfie.
Smart composition	Generate an alternate shot that automatically straightens the photo and realigns the subject based on the photography rule of thirds.
Shot optimization	Turn on automatic tuning and scene detection.
Google Lens	Find out more about the things you see in the viewfinder. See Identify & scan items using Google Lens™ .
Save location	Turn on to tag photos with a location.

Take selfies with the Quick View external display

- When your phone is unlocked, swipe right to open the camera on the Quick View external display. Or set up Quick Capture so you can access your camera without opening your phone by using a twist of your wrist. See [Moto Actions](#).
Tip: To access the camera using your voice, see [The Google Assistant™](#).
- Tap anywhere on the screen to take a selfie, tap  to take a wide-angle group selfie, or tap  to record a selfie video.





Tip: The Quick View external display is also handy when you're using the main camera with your phone open with options like **Instant review** and **Camera cartoon**. To find these options, tap  at the top of the viewfinder.

Take portraits

You can use the portrait mode to add a blur effect and make portions of your photo black and white, while keeping the main subject in perfect focus.

Note: Available when using the back camera only.

Find it:  **Camera** > Menu  >  **Portrait**

- 1 Line up your subjects. The closest subject is prioritized automatically. Tap the screen to change the focal point.
- 2 Slide the bar to increase or decrease the background blur.
- 3 Tap  to set the lighting.
- 4 Tap  to take the photo and hold your camera steady.


Tip: For best results, subjects should be 2-6 feet away and not side-by-side. When photographing people, aim for the waist up.

Take close ups and change the background

Use cutout mode to get a close portrait, cut it out from the background, and replace the background with something else.

Note: Available when using the back camera only.

Find it:  **Camera** > Menu  >  **Cutout**

- 1 Line up your subject at close range.
- 2 Tap  to take the photo and hold your camera steady.

Tip: When photographing people, aim for the face. After taking the photo, use the photo editor to change the background.

Take moving cinemagraphs

Create a splash of motion in a still photo.

Find it:  **Camera** > Menu  >  **Cinemagraph**

- 1 Touch and hold  to capture the scene.

The camera suggests a portion of the scene to keep in motion.

- 2 You can change which parts to keep in motion and which to freeze:

- Touch  and swipe over a part to keep it in motion.
- Touch  and swipe over a part to freeze it.

- 3 To edit the length of the clip, use the sliders.

- 4 Pick the loop style:

- **Regular loop** repeats the clip from start to end.
- **Bounce loop** repeats the clip from start to end, then reverses the action.

- 5 Touch **PREVIEW** to view the cinemagraph, then:

- Choose to save as a GIF or MP4, then touch **SAVE**.
- To undo your changes, touch **CLEAR**.
- To discard the clip without saving it, touch .

Identify & scan items using Google Lens™

Search landmarks, products, explore books, identify plants and animals, copy text, scan barcodes, QR codes, business cards, and more.

Find it:  **Camera** > 

- 1 Focus your camera on an object, landmark, or code until a circle appears on the object in your viewfinder.

- 2 Tap the circle.

Depending on the object, you can see the details, take an action, or find products.

Tip: Focus your camera on a book cover, tap the screen to see the book title and author.

Note: Google Lens may not work in all languages. You need to be logged into your Google account to use this feature.

Capture your screen

There's more than one way to capture your phone's screen.

- » Press and hold the Power button and tap **Screenshot**.




- » Press and hold both the Power and the Volume Down buttons at the same time.
- » Set up **Moto Actions** so you can capture screenshots by touching the screen with three fingertips.

Tip: To see the screen capture, tap  **Photos > Albums > Screenshots**.

Photos

View, edit & share

Find it:  **Photos**

- » **View, share, or delete:** Tap a thumbnail to open it, then tap  to share,  to delete, or Menu  for more options.


Tip: To select multiple files, open a folder, touch and hold a photo, then tap others. Or group photos in an album and share the whole album.

- » **Zoom:** Open a photo in your gallery, then double-tap or drag two fingers apart or together on the screen.

Tip: Turn your phone sideways for a landscape view. To turn Auto-rotate screen on or off, swipe up  >  **Settings > Display > Advanced > Auto-rotate screen**.

- » **Wallpaper or contact photo:** Open a picture, then tap Menu  > **Use as > Contact photo, Wallpaper, or External Wallpapers**.


- » **Edit:** Open a picture, then tap .

- » **Slideshow:** Tap a picture, then tap Menu  > **Slideshow**. To stop the slideshow, tap the screen. To show the slideshow on a television or other device, see [Connect, share & sync](#).

Tip: For more about Google Photos™, like how to use the depth editor to blur the background or Color Pop to make the background black and white, visit <https://support.google.com/photos>.

Change or add your portrait's background

Note: To take a Cutout mode photo, tap  **Camera > Menu  >  Cutout**.

Cutout photos show  at the top of the thumbnail.

Note: Available when using the back camera only.

- 1 Tap a cutout photo and tap Edit  > **Add Background**.

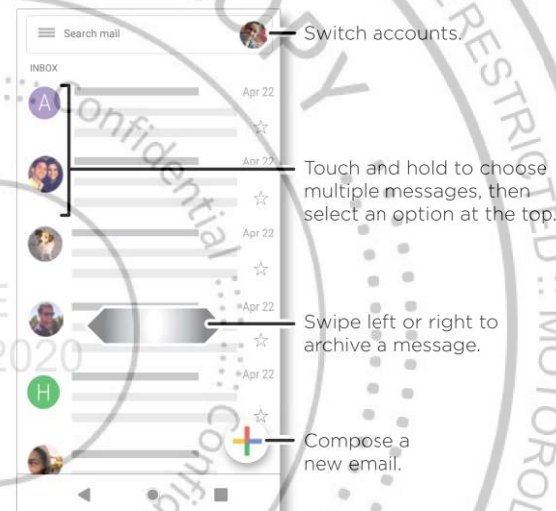
- 2 Select a background image.




- 3 Tap **Save** to save a copy of the photo with your changes.

Gmail

Send and receive email from all of your personal accounts (even if they're not Gmail accounts). You can manage your accounts in Gmail and easily switch between them.

Find it: Swipe up  >  **Gmail**



- » **Add Gmail accounts:** The first time you turned on your phone, you probably set up or logged in to your Google account—that sets up the  **Gmail** app for one account. To add more Google accounts, swipe up  >  **Settings > Accounts**, then tap **+ Add account > Google**.

Tip: In the  **Gmail** app, tap  > **Settings > Add account**.

- » **Add email accounts:** The Gmail app manages all of your email accounts. To add other personal email accounts to the Gmail app, swipe up  >  **Settings > Accounts > + Add account**. For Microsoft® Exchange server work email accounts, tap **+ Add account > Exchange and Office 365**, and enter details from your IT

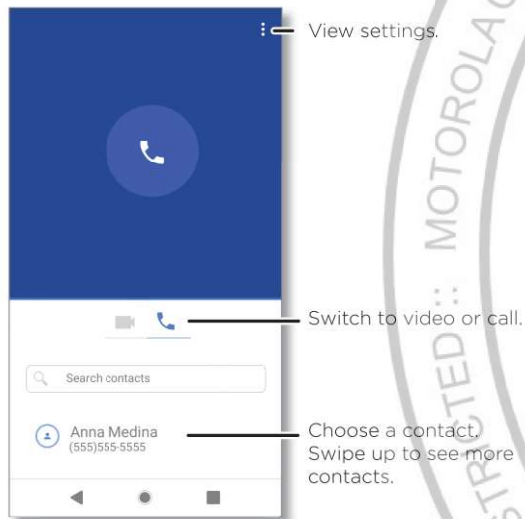
administrator.

- » **Change account settings:** To change the settings for a Gmail or email account, swipe up > **Gmail** > > **Settings**, then tap the account name.
- » **Delete accounts:** Swipe up > **Settings** > **Accounts**, then tap the account name and **Remove account**.

Duo

Sign in with your Google account to make and receive video calls.

Find it: Swipe up > **Duo**



- » **Start a new video call:** Tap the search box, then type or tap a name in your contacts to start the video call.
- » **Preview incoming calls:** See live video of the caller before you answer. To turn this off for both the caller and receiver, tap Menu > **Settings** > **Knock Knock**.
- » **Change settings:** Tap Menu > **Settings** to change the vibration setting, block numbers, and more.

» **Call anyone:** Duo works across platforms, allowing you to call friends with the Duo app on non-Android devices.

Tip: When on a video call, your phone will automatically switch from cellular network to Wi-Fi, if available.

Moto

Explore special features designed to save you time and make your day easier.

Find it: **Moto** >

- » **Moto Actions:** Use gestures as phone shortcuts.
- » **Moto Display:** See your notifications at a glance.
- » **Razr Tips:** Learn all about using the Quick View external display and more.



Note: Your phone may not have all features.



Tap to open Moto app features, or swipe up from the bottom of the screen.

Moto Actions



Enhance your phone with gestures and actions.

Find it:  **Moto** >  > **Moto Actions**

- » **Three finger screenshot:** Touch and hold the screen with three fingertips to capture a screenshot.
- » **Pick up to silence:** Lift the phone to switch incoming calls to vibrate.
- » **Flip for DND:** Place the phone face down to silence notifications and calls.
- » **Swipe to shrink:** Swipe down to the left or right corner to make the screen smaller for one-handed use.
- » **Screenshot toolkit:** Edit and share your screenshots.
- » **Media controls:** Use the volume buttons to change music tracks when the screen is off.
- » **Lift to unlock:** Unlock just by lifting the phone and looking at the screen. For more, see [Unlock with your face](#).

Moto Display

See notifications, keep the screen on when you're looking at it, and reduce blue light in the evenings.

Find it:  **Moto** >  > **Moto Display**

- » **Quick View Display:** Swipe from the edges of the Quick View external display to transition from an app to the home screen.
- » **Peek Display:** Battery friendly notifications fade in and out while the screen is off to show you what's going on. To customize what notifications show, tap the switch to turn it on, then tap **Peek Display** > **Level of details to show**.
- » **Attentive Display:** Your screen won't dim or sleep while you're looking at it.

Note: Notification display settings can also be set by swiping up  >  **Settings** >

Apps & notifications > **Notifications**.

Razr Tips

Get the most out of your phone's Quick View external display.

Find it:  **Moto** >  > **Razr Tips**

- » **Getting started:** Check out the basics and customize the external display.
- » **Shortcuts:** Learn quick ways to see notifications, play media, take photos, and more.
- » **Calls:** Manage voice and video calls.
- » **Camera:** Find out how to use your camera when your phone is open or closed.
- » **Transitions:** Find out how to move from using one screen to the other.
- » **Google Assistant:** Interact with the Google Assistant with the phone closed.

Tip: For all the basics here in this guide, see [Quick View external display](#).

Moto Gametime

Enhance your gaming experience.

Find it:  **Moto** >  > **Moto Gametime**

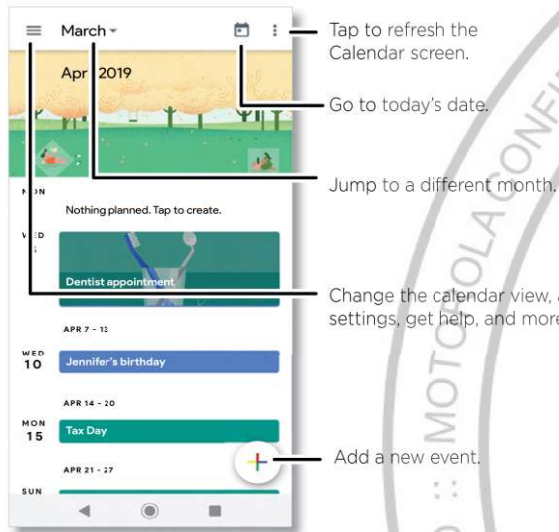
Tap **Game mode**, tap the switch to turn it on, then choose from options, such as audio enhancements, block calls, block notifications, and shortcuts to your favorite games. Tap **Settings** > **Toolkit access**, **L/R trigger button**, or **App shortcuts** to customize your gaming. When you open a compatible game,  appears automatically.

Calendar


See all your events, all in one place.

Find it: Swipe up  >  **Calendar**

Tip: Add a **Calendar** widget to your home screen. Touch and hold an empty spot on the home screen, tap **Widgets**, then touch and hold a calendar widget and drag it to your home screen.






» **Change the view:** Tap the month at the top to choose a date to view. Or tap  to choose **Schedule**, **Day**, **3 Day**, **Week**, or **Month**.

» **Go to today's date:** Tap  at the top. (If you have an appointment that day, you'll see a dot in the icon.)

» **Add events:** Tap  > **Event**, enter event details, then tap **SAVE**.

Tip: In most views, tap a time on the calendar to enter event details.

» **Show, edit, or delete events:** Tap an event to open it, then tap  to edit it, or tap Menu  > **Delete** to remove the event.

» **Show, hide, or add calendars:** Tap , and select which options, such as events, reminders or other calendars, to show or hide. You can use a computer to add or remove calendars on your Google account at www.google.com/calendar.

More apps

Google Play

Google Play is a digital content experience from Google where you can find and enjoy your favorite music, movies, TV shows, books, magazines, and Android apps and games.

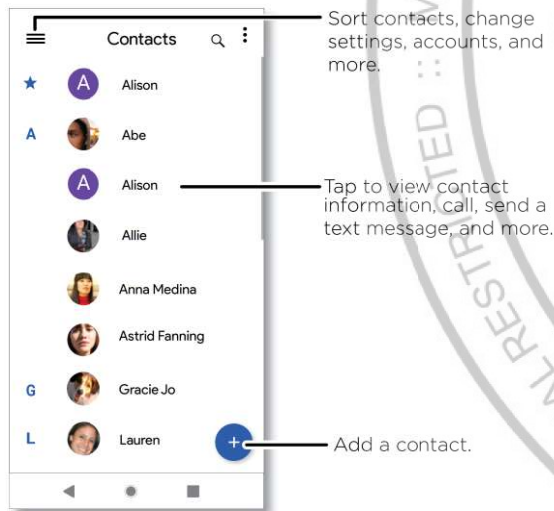
- » **Download apps:** Tap **Play Store**.
- » **Log in or open a Google account:** Visit www.google.com/accounts.
- » **Google help:** See www.google.com/support.

Contacts

Combine information from your Google contacts and social networks for quick access to everyone you know.

Tip: You can find most of these features on the **Contacts** tab in the Phone app. See [Phone](#).

Find it: Swipe up > **Contacts**



» **Add a contact:** Tap .

» **Edit or delete:** Tap a contact, then tap or tap Menu > **Delete**.

» **Call, text, or email:** Tap a contact, then tap an option. (If the contact doesn't have an email address, you can set up and use Google Duo.)

» **Search contacts:** In the **Contacts** list, tap **Search contacts**.

Tip: From the home screen, tap the Google search box and enter a contact's name.

» **Share a contact:** Tap a contact, then tap Menu > **Share** to send it in a message or email, via a Bluetooth connection, or save to Google Drive™.

Tip: Tap a contact, then tap Menu > **Add to Home screen** to add a shortcut for the contact on your home screen.

» **Synchronize:** On your phone, swipe up > **Settings** > **Accounts**, and choose your Google account. Then tap **Account sync** > Menu > **Sync now**. You can also see these contacts at www.gmail.com.

» **Add your details:** To store your user profile, tap > **Settings** > **Your info**.

Favorites

Set your most-used contacts as favorites, so you can get to them faster.

- » To set a favorite, swipe up > **Contacts**, select a contact and tap .
- » To see your favorites, tap **Phone** > **Favorites**.

Get contacts

Get all your contacts in one place.

» To add your social networking contacts, swipe up > **Settings** > **Accounts**, then tap **Add account**.

» To add your email contacts, see [Gmail](#).

Tip: If you add an **Exchange** account, you can send messages to your coworkers, even if you don't have them stored in your contacts.

» To import contacts from your SIM card (if it didn't happen automatically), swipe up > **Contacts** > Menu > **Settings** > **Import** > **Import from SIM card**. Tap **OK** to confirm.

» To import contacts from your computer, upload the contacts to your Google account