

## **Sync iPhone contacts with Google contacts (for Windows)**

### **Using iTunes, sync the iPhone contacts with Outlook.**

1. Plug your iPhone or iPad into your Windows computer. iTunes should open automatically.
2. Select your device, then the Info tab.
3. You'll want to sync Contact with Outlook. If it says you need to turn off iCloud syncing first
  - a. On the iPhone open Settings.
  - b. Select iCloud. Turn off Contacts syncing
4. You should now be able to select Outlook as a Sync option in iTunes.
5. Click Apply, then Sync.
6. When done, UNCHECK the Sync contacts with Outlook and hit Apply.

### **Export your contacts from Outlook.**

Use the documented Outlook export / Google import process from

<http://oit.williams.edu/going-google/google-guides/>

### **Set your iPhone to sync contacts with Google by making it the default account for contacts.**

If you have set up iCloud, are syncing contacts from another account, or already have contacts stored on the device, you will need to select a Default Account.

1. Open the Settings app on your device.
2. Select Mail, Contacts, Calendars and scroll down to the Contacts section. You will only see the Default Account option if you're syncing more than one account.
3. Select Default Account.
4. Select your Williams gmail account (your account will be labeled with the description you gave it in the Description field)

New contacts created directly on your iOS device will be added to your default account.

At that point contacts you add to the iPhone will sync to Google and contacts you add in Google will sync to the phone.