BlackBerry Hub+ Contacts

Help

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About BlackBerry Hub+ Contacts

BlackBerry Hub+ Contacts stores all of your contact info in one location, allowing you to call, text, or email a contact directly from the app.

You can save contact information to your device or SIM card, or you can synchronize your contacts with an account, such as an email account. To add an account to your device, in the Contacts app, tap ☰ > ⊞. Tap the type of account that you want to add, and then complete the instructions on the screen.

The Contacts app works with the BlackBerry Hub+ Inbox and the BlackBerry Hub+ Calendar, so you can add contacts quickly to relevant messages and events.

Add a contact

1. In BlackBerry Hub+ Contacts, tap .
2. If necessary, tap the account associated with your contact.
3. Enter the information for the contact. If you add a date, such as a birthday or anniversary, to a contact, the event is added automatically to BlackBerry Hub+ Calendar.
4. When you're done, tap .

Add a contact to your favorites or home screen

In BlackBerry Hub+ Contacts, tap a contact.

- To add a contact to your favorites, tap ☆.
- To add a contact to your home screen, tap ⋮ > **Place on Home screen**.

Contact someone

1. In BlackBerry Hub+ Contacts, tap a contact.
2. Tap a contact method, such as the contact's phone number or email address.

Search for a contact

1. In BlackBerry Hub+ Contacts, tap at the bottom of your contacts.
2. Start typing a contact name.
3. When the contact appears, tap the contact.

Search for a business or location

You can enter the name of a business or location in BlackBerry Hub+ Contacts and your device searches the Internet for contact information such as an address and a phone number. After you tap a search result, you can choose to add the information as a contact.

1. In BlackBerry Hub+ Contacts, do one of the following:
   - Tap .
   - Tap a contact, and then tap .
2. In the **Search for a business or location** field, enter a name.
3. Tap a search result.
4. Do one of the following:
   - To add the information as a contact, tap **Add** or **Overwrite**, and then tap .
   - To discard the contact information, tap > **Discard**.

After you finish: To turn off this feature, tap . In the **General** settings section, tap **Contacts display defaults**. Turn off the **Rapid contact search** switch.

Share a contact

1. In BlackBerry Hub+ Contacts, tap a contact.
2. Tap .
3. Tap the checkbox beside the contact information that you want to share, then tap .
4. Select how you want to share the contact, such as a BBM message.

Import, export, or copy contacts

If you have contact info stored on the internal storage space on your device (as a vCard or .vcf file), you can import those contacts to an account on your device. If you have contacts associated with an account on your device, you can export those contacts to your SIM card or to the internal storage space on your device.

You can also copy contacts from one account to another. For example, if you have an email account that you don't use, you can copy the contacts to another account.

In BlackBerry Hub+ Contacts, do any of the following:

- To copy contacts from one account to another, tap . In the **General** settings section, tap **Contacts management** > **Import/export**, and then tap an option.
- To copy contacts from one account to another, tap . In the **General** settings section, tap **Contacts management** > **Copy contacts** .
- To copy a single contact, tap the contact. Tap and then tap an option. Tap **OK**.

Editing contact information

Add or change a picture for a contact

You might not be able to add or change a picture for certain types of contacts, such as contacts saved to your SIM card.

1. In BlackBerry Hub+ Contacts, tap a contact.
2. Tap > **Change**, and then tap an option.
3. Take a picture or choose a picture, and then tap **Done**.
4. Tap .

Set a custom ringtone for a contact

1. In BlackBerry Hub+ Contacts, tap a contact.
2. Tap > > **Set ringtone**.
3. Tap a ringtone, and then tap **OK**.
4. Tap .

Change info for a contact

1. In BlackBerry Hub+ Contacts, tap a contact.
2. Tap .
3. Make your changes.
4. Tap .

Merge duplicate contacts

If the same person appears multiple times in your contacts, you can merge the information into one entry. BlackBerry Hub+ Contacts can recommend duplicate contacts for you to merge, or you can manually merge contacts.

Review and merge duplicate contacts

1. In BlackBerry Hub+ Contacts, tap .
2. In the **General** settings section, tap **Contacts management** > **Duplicates**.
3. Below the contacts you want to merge, tap **Link**.

Join contacts manually

1. In BlackBerry Hub+ Contacts, touch and hold a contact.

2. Tap the duplicate contact entries that you want to merge.
3. In the top-right corner of the screen, tap > **Join**.

Separate merged contacts

1. In BlackBerry Hub+ Contacts, tap the merged contact.
2. Tap > **Separate**.
3. Complete the instructions on the screen.

Delete a contact

1. In BlackBerry Hub+ Contacts, touch and hold a contact.
2. Tap .

Tip: To delete multiple contacts, touch and hold a contact. Tap each additional contact that you want to delete, and then tap .

Create a contact group

When you create a contact group, you can send text messages, meeting invitations, and email messages to the group.

1. In BlackBerry Hub+ Contacts, tap **Groups**.
2. Tap .
3. Tap the account your group is associated with, or choose to save your group locally on your device.
4. Enter the group name, and add contacts to your group.
5. Tap .

After you finish: To rename a contact group, tap the group, and then tap . Change the name of the group, and then tap .

Add a contact to a contact group

If you associate a contact group with an account, only contacts saved to that account can be added to your group.

1. In BlackBerry Hub+ Contacts, tap a group.
2. Tap .
3. In the **Type person's name** field, type a contact name, or, to find a contact in your contact list, tap .
4. Tap .

After you finish: To remove a contact from a contact group, tap the group, and then tap . Beside the contact's name, tap , and then tap .

Contact views

BlackBerry Hub+ Contacts allows you to view your contacts just the way you want to. Tap a filter in the menu bar at the top of your screen to view the following:

- **Favorites**: View only your favorite contacts.
- **Groups**: View only your contact groups.
- **All contacts**: View all of your contacts, unfiltered.

View contacts by account or type

1. In BlackBerry Hub+ Contacts, tap ≡.
2. Tap an account, contact type, or custom view.

Create a custom view

1. In BlackBerry Hub+ Contacts, tap ≡ > **Custom view**.
2. Tap the accounts, groups, or contacts that you want to see in the custom view.

BlackBerry Hub+ Contacts settings

To access your contact settings, in BlackBerry Hub+ Contacts, tap .

- To change the way contact names and groups display in the Contacts app, in the **General** settings section, tap **Contacts display defaults** > **Name format**. Then tap an option.
- To hide all contacts associated with an email account or a social networking account, and to stop syncing those contacts with your device, in the **Accounts & views** section, tap **Accounts** and clear the checkbox beside the account.

Stop contact suggestions in messages

When you compose an email in the BlackBerry Hub+ Contacts, contacts that you sent messages to recently appear as suggested recipients under the **To** field.

1. In the Contacts app, tap . In the **General** settings section, tap **Contacts management** > **Manage suggested recipients**.
2. Tap the contact that you don't want to appear as a suggested email recipient.

After you finish: To view a list of contacts that you removed from being suggested, tap **Removed from Inbox App**. To allow these contacts to be suggested again, tap them.

Turn video calling on or off

Depending on your service provider, this feature might not be supported.

1. In BlackBerry Hub+ Contacts, tap your name at the top of your contact list.
2. Tap the **Video calling** switch.

App permissions: BlackBerry Hub+ Contacts

Certain permissions are required for BlackBerry Hub+ Contacts to function correctly. When you download the app or access certain features, you are prompted to allow access to these permissions. The following table lists the required permissions, and how the Contacts app uses each permission.

Permission	Use
Calendar	• Display calendar events with your contacts
Contacts	• Display and update contact info
Location	• Search for a business or location near you that can be added as a contact
Phone	• Display recent call activity with your contacts
SMS	• Display recent text message activity with your contacts
Storage	• Access your memory card to import or export contacts

Change your permission settings

In your device settings, you can turn each permission on or off for a specific app. If you turn off certain permissions, some features of the app might not be available, and the app might not perform as expected.