

Synchronise your Android contacts to Google

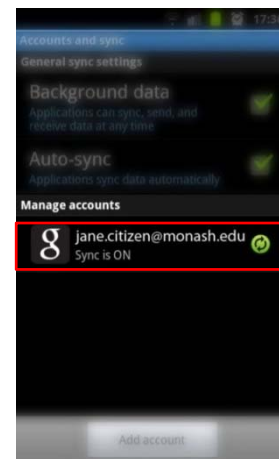
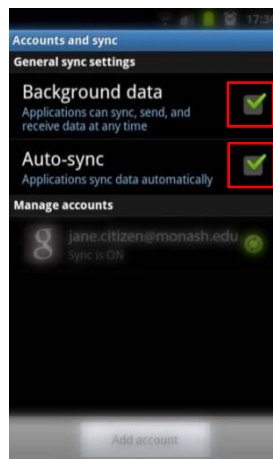
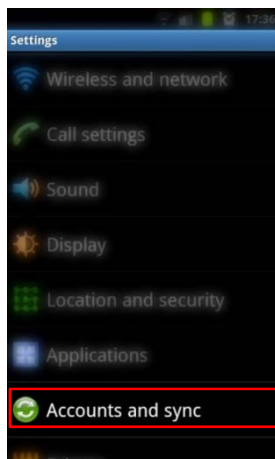
This process assumes you are currently syncing your Monash Google Apps account to your Android device. If you are not doing so, please visit <http://intranet.monash.edu.au/esolutions/email-collab/mobile-devices.html> first and follow the instructions to set up your Monash Google Apps account to sync.

Sync Google Contacts

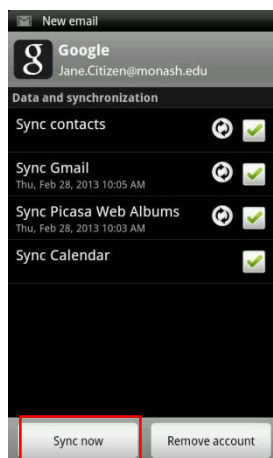
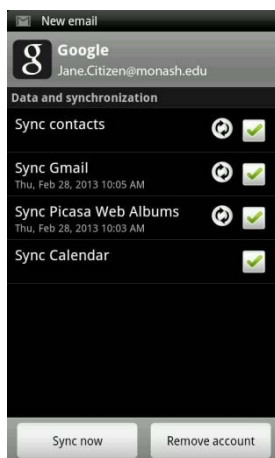
The specific procedures may vary between Android devices; however the process is generally the same. If you need assistance, please contact the Service Desk.

To sync your contacts with your Monash Google Apps account, follow the instructions below.

1. Press **Apps > Settings**.
2. Press **Accounts and sync**.
3. Select **Background data** and **Auto-sync**.
4. Select your account(s).



5. Ensure that **Sync contacts** is selected.
6. Click on **Sync now** to start the backup.
7. Please ensure that your mobile is left on and connected to the Internet. Sync will be complete once the Sync icon stops spinning.



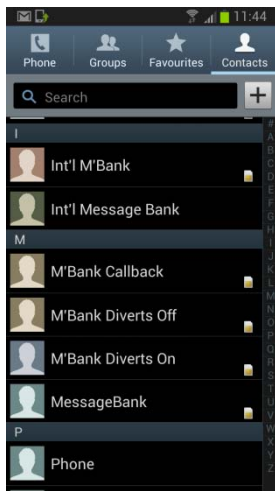
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Merge Phone and Google Contacts

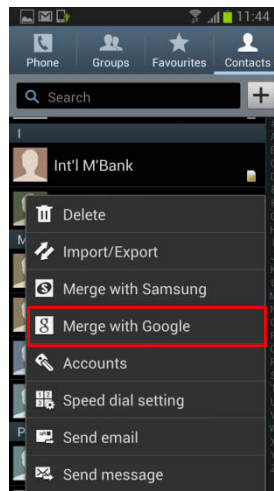
To merge your phone contacts with your Monash Google Apps account, follow the instructions below.

Note: Your SIM contacts cannot be merged, you may need to enter these manually into your contact list.

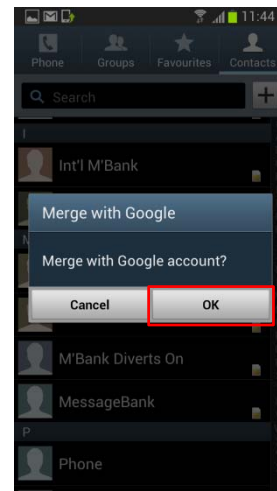
1. Press **Phone > Contacts**



2. Press **Menu > Merge with Google**



3. Press **OK** to merge your contacts



If you have more than one Google account on your phone, select your Monash account when prompted.

To ensure all your contacts are now synced to your Monash Google Apps account, log in to your Monash email and click on Contacts in the Black Menu Bar.

Need help? Contact the Service Desk

Telephone: +61 3 9905 1777

Online: servicedeskonline.monash.edu



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