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### How do I create, edit, and manage my contacts using Kies Air?

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## Manage Contacts




You can manage contacts stored on your device using Kies Air. View contact details, delete contacts, or add new contacts by clicking **Contacts**  in the left navigation panel.

**Note:** This feature is not available in Samsung mobile device view.

### View Contacts

You can expand contact details by clicking  or close contact details by clicking  across from the contact's name at the right side of the window. When viewing contact details, you can **Message**, **Edit**, and **Delete** contacts.


The following icons show the status of your contacts:

	Contact is stored in Google.
	Contact is marked as a favorite.
	Contact is not marked as a favorite.

### Delete Contact

To delete multiple contacts saved on your device, click the **Checkbox** next to the the contact's name. Click **Delete** at the upper-left corner of the window to delete all the checked contacts.




To delete individual contacts:

1. Click  across from the contact's name at the right edge of the window to view the contact's details
2. Click **Delete** at the bottom of the contact's details.
3. Click **OK** to confirm deletion of the contact.

## Add Contact

Add new contacts by clicking **New contact** at the upper-left corner of the contacts window.

The following default options are available when creating a new contact:

- **Save contact to:** Select to save this contact to your phone or to an account on your device.
- **Contact photo:** This picture will be shown when you receive an incoming call from the contact and during interactions with certain applications, for example, a chat application that interacts with your contacts list.
- Contact name options are **Name prefix**, **First name**, **Middle name**, **Last name**, and **Name suffix**.  
Click  next to the **Name** field to display all name fields.
- **Phone:** This field has several label options. You can choose from **Mobile**, **Home**, or **Work**. Click  to show more phone number fields.
- **Email:** Assign an email address to the contact. Click  to show more email fields.
- **Address:** Enter the contact's address information.
- **Company:** Add the contact's company name information.
- **Job Title:** Add the contact's job title information.
- **Nickname:** Add a nickname for the contact. The nickname is not displayed when calls are made to or received from the contact.

Click **Save** to save the new contact.

