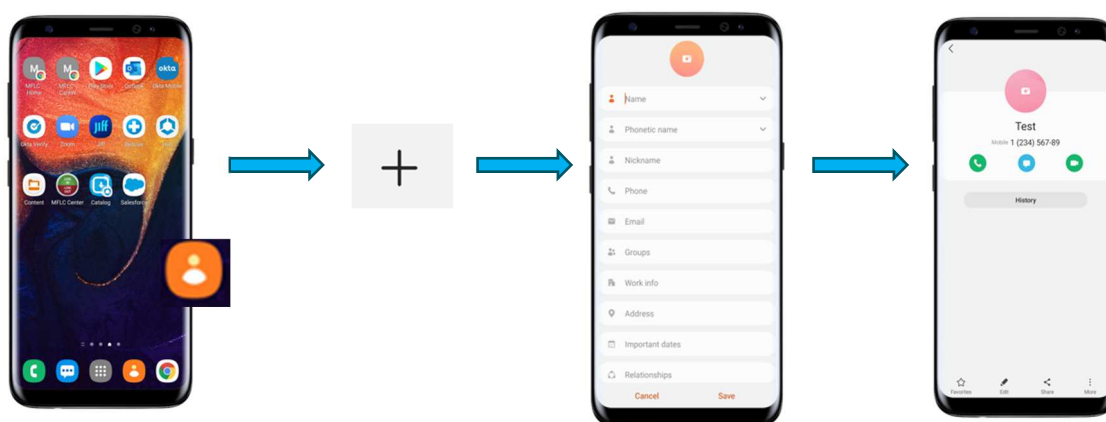


## Smartphone Functions: Using your Magellan-issued Device

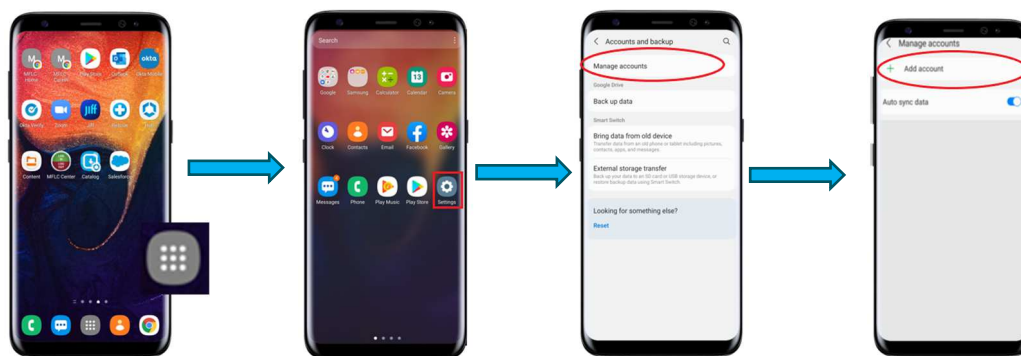
This guide is designed to provide you support on basic functions that you may need while on assignment. We will review how to set a contact, sync a google account, and place a call.

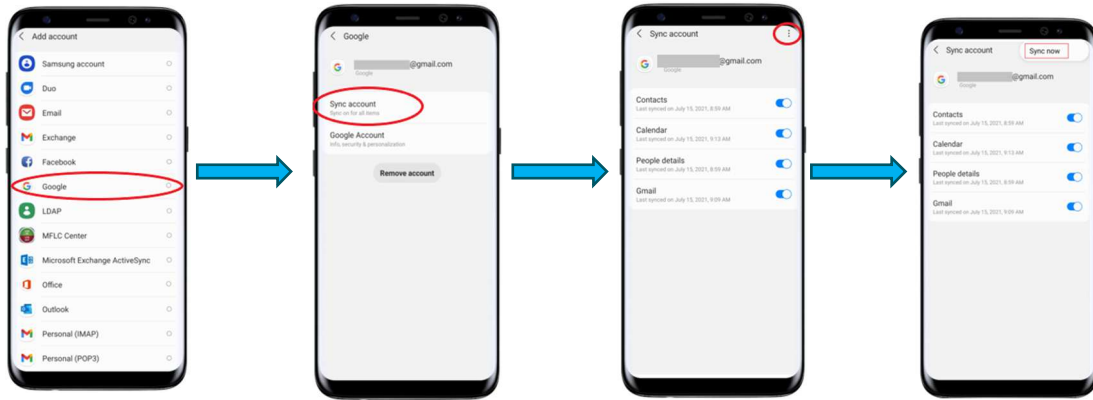
Note – these instructions are geared toward Android based devices.

**Step 1:** To set up a contact, tap the Contacts app. Select the “+” icon. Enter in the information for the contact.



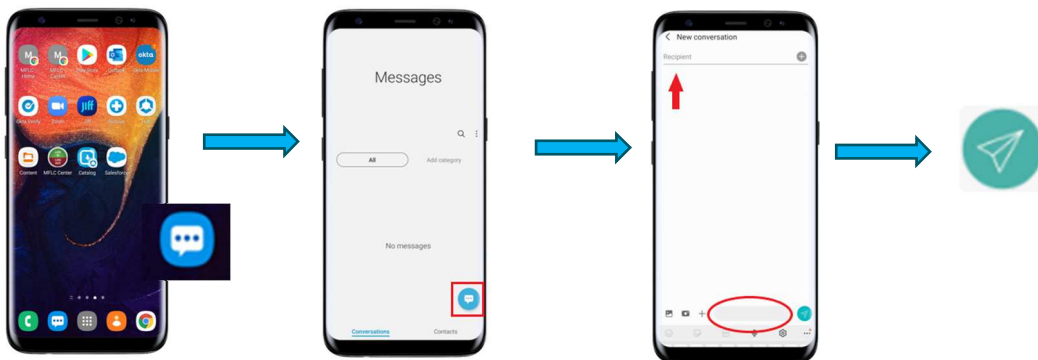
**Step 2:** If you would to sync contacts with a Gmail account, make sure you have Gmail installed on your device. Select the Apps Icon. Select “Settings,” then select “Accounts and backup.” Select “Manage Accounts,” then select “Add account.” Select “Google” for Gmail. Sign into the account. Select the account on the “Manage accounts” page. Select “Sync account.” Select the 3 dots in the corner. Then, select “Sync Now.” Each category will show the last sync date/time when complete.





Note – If you elect to add a Gmail account, you must remove that account prior to handing off the phone to another MFLC. Your personal information could be at risk if you fail to do this. Please follow the guidelines listed in the [End of Rotation: Preparing your Smartphone Guide](#) found in the [Device Support](#) section.

**Step 3:** Send a text message by selecting the messages app. Select the message icon. Enter the name or number of the recipient. Enter the text message you would like to send. When ready, select the send icon.



**Step 4:** Place a call by locating the Phone icon. Make sure the keypad is selected if you want to dial the number. Or you can search your contacts. Select the contact name, then select the phone icon.

