How to make a contact list ipad/iphone

If you regularly send an email message to several recipients the process can be speeded up by creating a contact list.

First we will create a list of contacts using the **Notes** app, open Notes by tapping the Notes icon, then touch the compose button, the one that looks like a paper and pen at the bottom right of the screen.

You can either type in each email address manually, type a comma after each email address with no extra spaces, when you have completed your list go to step 19 below.

Or you can copy and paste each email address from your contacts list using this method:

1. Open your **Contacts** list.
2. Find the first contact for your new group.
3. Touch the contact's name to open it.
4. Hold your finger on the email address until **Copy** appears.
5. Touch **Copy**.
6. Press the **Home** key.
7. Touch **Notes**.
8. Touch **New**. (the symbol that looks like a paper and pen).
9. Hold your finger on the screen until **Paste** appears, (on the iphone if a bubble appears release your finger and **paste** will appear).
10. Touch **Paste**.
11. Type a comma after each email address with no extra spaces.
12. **Double-press** the Home key.
13. Touch **Contacts**.
14. Find your next contact for the group and copy the email address as before.
15. **Double-press** the Home key.
16. Touch **Notes**.
17. Touch the screen so that the letters are all black and the cursor is just past the comma.

18. Hold your finger on a blank part of the screen until **Paste** appears and touch **Paste**. (remember to put a comma after each entry).
19. Repeat until all of your group's email addresses are on this **Note**, separated by commas with no spaces.
20. Touch **Done**.
21. Hold your finger on a blank section of the Note until a black selection bubble appears.
22. Touch **Select All**.
23. Touch **Copy.**
24. Double-press the Home key and touch **Contacts**.
25. From the **All Contacts** screen touch **'+'.**
26. Enter a name for your Group in the **Company** field.
27. Touch **add email**.
28. Hold your finger on the field until a bubble pops up, lift your finger and
29. Touch **Paste** (on the ipad a tap on **add email** should show the **paste** option) - now all the names will have been added to the email list.
30. Touch **Done**.