# How to back up and restore contacts on iPhone

## Backing your iPhone contacts

#### Open the Settings app.



Select your <u>Apple ID</u>. It's the section at the top of the menu that contains your name and image.

If you are not already signed in to your Apple ID, select **Sign in to (Your Device)**, enter your Apple ID and password,

then Sign In.



If you are running an older version of iOS, you may not need to do

*this step.* Select **iCloud.** 

Select **Show All** to expand the list of available apps.



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#### Toggle on **Contacts.**

Your iPhone contacts will now be synced to iCloud.

If you make any changes to the contacts on your iPhone, it will also reflect in iCloud.

*If you have existing contacts in iCloud, you may be prompted to Merge to finish syncing.* 



You can verify that your iPhone contacts are backed up by

checking data recovery (see recover contacts section below) and making sure date/time are available.

You may need to toggle contacts off and then on to sync.

Once your Contacts are backed up, you can toggle contacts off to avoid syncing while your mailbox is being migrated.

## Recovering your iPhone contacts

Restoring your contacts should be done AFTER mailbox migration

On your PC, go to <u>iCloud.com</u> and **sign in** with your Apple ID.

Click on your profile picture on the top left.

Select Data Recovery from the top menu tabs

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### Select Restore Contacts

ys, or restore an earlier versio narks and reading list.	n of your Calendar, Contacts, or Safari		
Restore Files No Files	Restore Bookmarks	Restore Contacts 2 Archives	Restore Calendars Archives
		Today 1:03 PM Yesterday 7:59 PM	Mar 17, 2024 7:59 PM Feb 24, 2024 6:59 PM Feb 23, 2024 6:59 PM



Select **Restore** from the **archive date** you want to restore contacts from > then the **Restore** button

