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Edit gmail contacts on android

Gmail allows users to store a contact's name and email, as well as many other details such as company, job title, phone number, address and birthday. You can easily delete a Gmail contact on a desktop or mobile device. Here's how. See the products mentioned in this article: iPhone 11 (from \$699.99 in Best Buy)Samsung Galaxy S10 (From \$899.99 in Best Buy)MacBook Pro (From \$1,299.99 in Best Buy)Microsoft Surface Pro 7 (from \$699.99 in best buy)How to delete Gmail contacts on pc1. Go to contacts.google.com to show your Gmail contacts. If you're not already signed in, enter your username and password to access your contacts.2. Hover over the contact you want to delete. Their profile will be replaced with an empty square. Check the box to select this contact. You can select multiple contacts at the same time. Select the check box next to the contacts you want to delete. Stephanie Lynn/Business Insider 3. To select (and then delete) all your contacts, first select the check box next to one contact. Then click Selection Actions in the top menu and click All.4. When you select anyone you want to delete, press the More Actions button, which is represented by three vertical dots. Then select Delete from the drop-down menu. Click Delete from the drop-down menu. Stephanie Lynn/Business Insider 5. Gmail will confirm that you want to delete the selected contact. Tap Delete to delete this person. How to delete Gmail contacts on iPhone1. Open the Gmail app on your iPhone.2. Tap your profile photo in the upper-right corner and select Manage your Google Account. Select Manage your Google Account. Stephanie Lynn/Business Insider 3. On the page that opens, tap the Menu icon at the bottom right and select People and share. Tap the Menu icon at the bottom. Stephanie Lynn/Business Insider 4. Tap the Contacts column and select the contacts you want to delete and select the check box next to their names. Tap the Contacts column. Stephanie Lynn/Business Insider 5. Tap the three-vertical dots icon at the top and select Delete from the drop-down menu. Tap the three-vertical dots icon. Stephanie Lynn / Business Insider How to delete Gmail contacts on Android 1. Open the Contacts app on your Android. 2. Press the contact you want to delete.3. Select the More button, which is represented by three vertical dots. Then select Delete. 4. Press Delete again to confirm.5. If you want to delete more than one contact at a time, press and hold each contact, and then tap Delete. Related coverage from How to Do Everything: Tech: Insider Inc. gets a commission when you buy through our links. The People app syncs your with Gmail and any other accounts associated with your device, such as Microsoft Exchange or Yahoo. You can add, edit, and delete contacts with this program; your accounts are automatically updated with the new information. View your contacts by opening the and select a category from the menu bar. By default, all your contacts are displayed, but you can see groups or favorites by selecting the Groups or Favorites tab. Adding, editing, and deleting contacts is just as easy, and the process is essentially the same for older devices using the Contacts app. Add a contact by tapping the + button and entering the contact information in the text boxes. To add the contact to a group, tap Groups and select a group from the menu. Also, tap Create new group and type the group name when prompted. After you enter the contact information in the text boxes, tap Done. When you edit contacts, people display the same information fields they make when creating contacts. To edit a contact, select one of the main screen, tap Menu, and select Edit. Touch and hold a text box to select all text, and then replace it with the new information. Similarly, you can delete a contact by selecting one of the main screen, tapping Menu, and selecting Delete. You can also add a contact to your favorite list by tapping Add to Favorites while the contact is selected. This list helps you quickly find people you often contact. 1 Open Gmail in your internet browser. Go to . This will open your Gmail inbox if you're already logged in. If you're not already logged in, you'll need to enter your account email address and password to continue. 2 Click the icon in the upper-right corner. You can find it next to your profile icon in the upper-right corner of the page. This will open a menu panel. 3 Click Contacts in a pop-up window. This option looks like a white figurehead in a blue circle. It will open a list of all your Google contacts on a new page. 1 Find the contact you want to edit in the contact list. You can search for your contact by name, email, phone, company, or address. 2 Hover over the contact name in the list. Now you will see the edit buttons on the right side. 3 Click the icon next to the contact name. You can find it on the right side. The star will turn blue and the selected contact will be added to your Starred Contacts list. 4 Click the icon next to the contact name. You can find it next to the star on the right side. It will open the data for the selected contact in a new pop-up window. 5 Edit your contact information. You can add new data for this contact here or update its old information. 6 Click Save in the lower-right corner. This will update your contact information. 1 Find the contact you want to edit in the contact list. You can search for your contact by name, email, phone, company, or address. 2 Hover over the contact name in the Now you will see the edit buttons on the right side. 3 Click the : next to the contact name. This will open all your contact options in a drop-down menu. 4 Click Delete on the menu. It is displayed next to the Recycle Bin icon. In addition, you can select Hide from contacts here. This option will hide the selected contact from the list here, but you can still easily add them to your emails. 5 Click delete in the confirmation pop-up window. This will confirm your action and delete the selected contact from the contact list. 1 Find the contact you want to export or print. You can search for your contact by name, email, phone, company, or address. 2 Hover over the contact name in the list. Now you will see the edit buttons on the right side. 3 Click the : next to the contact name. This will open all your contact options in a drop-down menu. 4 Click Export on the menu to export this contact. It is listed next to the cloud and arrow icon. 5 Select an export format. You can export your contacts to Csv, Outlook CSV, or vCard format. 6 Click export to the pop-up window. This will export the selected contact and save it to the download folder on your computer. 1 Find the contact you want to export or print. You can search for your contact by name, email, phone, company, or address. 2 Hover over the contact name in the list. Now you will see the edit buttons on the right side. 3 Click the : next to the contact name. It will open your contact options. 4 Click Print on the menu. This will print the contact information for the selected contact. 5 Click the blue Print button. This will print the contact information from your printer. 1 Click the Create Label button in the left sidebar. You can find this option in the Labels heading on the left side of the page. 2 Enter the label you want to create. You can assign contacts to this label and group them together later. 3 Click the Save button. This will create and save your new label. Your new label will appear under the Labels heading in Sidebar. 4 Click the : next to the contact name. On the right side of the page. It will open your contact options. 5 Select the label you want to assign this contact to. A check mark in blue will appear next to the selected label from the drop-down menu. You can assign multiple labels to one contact. 6 Specify another contact to your label. This will help you group contacts together and easily see them in a list together. 7 Click the label in the left sidebar. This will open the list of all contacts assigned to this label. You can see your unattached contacts and edit them here. Add a new question When I send a group email, can I keep my contacts private? Yes, place your own email address in the To field. Enter the addresses of your contacts in the Bn field. This way, none of the recipients will be able to see the addresses. Question How do I add existing Gmail contacts to existing groups? Click the name of the contact. This leads to a window with the details in it. In the lower left corner, there is an Add to Groups link. Click on it and it appears as a window for all your groups. Simply click on the group(s) in which the contact appears. Then click the arrow in the upper left corner and you're done. Question How do I save a message in Gmail? Just don't erase it. It should be saved automatically unless you clear everything. Question How can I block someone in Gmail? Send to the contacts you want with the BLOCKING RECIPIENT theme. In the email body, enter the reason for blocking the contact. This text will redirect the email to Google headquarters and your request must be processed within 1-2 days. Ask a question This article is resisted by our trained team of editors and researchers who validate it for accuracy and completeness. wikiWhat is the content management team, carefully monitors the work of our editorial team to ensure that each article is supported by reliable research and meets our high quality standards. This article has been viewed 169,137 times. 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