7.10 Importing, Exporting, and Backing Up Contacts

The Contacts app can bring in a vCard file, download a portable copy of your address book, and keep optional weekly backups in LightDrive Files.

Import contacts

1. Open **Contacts → Import & export**.
2. Select **Import contacts**, then choose a `.vcf` or `.vcard` file from your device or from LightDrive Files.
3. Review possible duplicates. Exact copies are skipped by default; likely matches require a decision before anything is saved.
4. Choose **Import** after every flagged card has a decision.

An import does not overwrite a current contact without review. Large groups that share a common name or address are deliberately excluded from pair-by-pair duplicate matching.

Export contacts

Under **Download an export**, choose all contacts or one category, then select a format:

- **vCard 4.0** is the best modern transfer format.
- **vCard 3.0** works with older contact applications.
- **Full CSV** is useful for a spreadsheet or another structured workflow.
- **Address-label CSV** contains only name and postal-address columns suitable for envelopes or labels. Contacts without a name and complete address are omitted.

An export is a new download. Protect it like any other file containing personal information, and delete copies you no longer need.

Weekly backups

Open **Contacts → Backups** and enable weekly backups. LightDrive stores up to 12 vCard backup files in **LightDrive/Contacts Backups**. You can also use **Back up now**.

To recover from a connected app deleting or overwriting contacts, choose **Import backup**. Exact current matches are skipped and current contacts are not overwritten automatically. The Backup health line warns when an enabled schedule appears overdue.

Trash and recovery

A contact deleted in the Vault Contacts app remains in Trash for 30 days and can be restored. Recent bulk changes remain undoable under **Trash & undo** for seven days unless you choose **Make permanent**. A deletion made directly in a CardDAV app does not enter this Trash, which is why optional backups remain useful.

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