

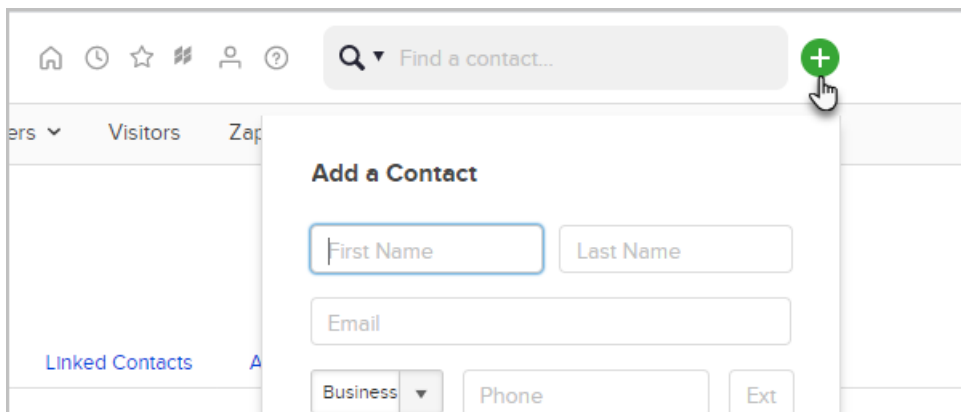
# Create a contact record

This article applies to:

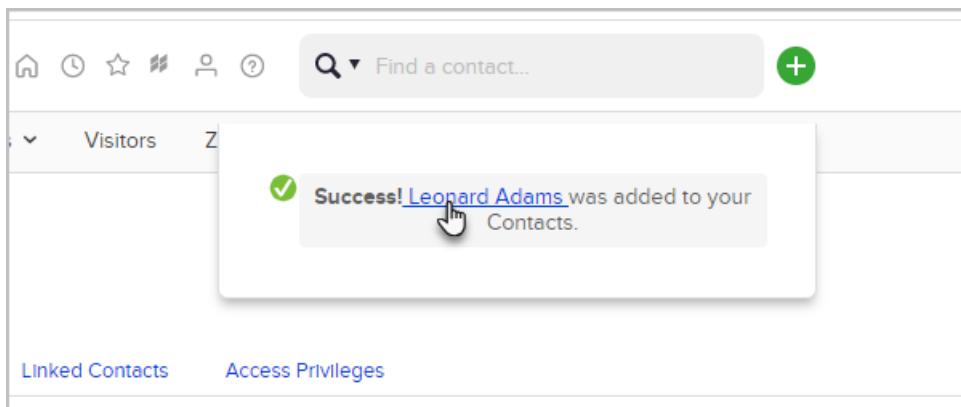
There are several ways to create contact records in Keap. This is the quickest and simplest option for creating individual contact records.

## Manually add a new contact to Keap

1. Click the (+) icon at the top right of any Keap page. Quick-Add is the fastest way to manually create a contact.



2. Enter the contact information and click **Save**.
3. Click on the link to view and edit the contact record if you want to enter more contact details.



Another option is to navigate directly to the **Add a Contact** page.

1. Navigate to **CRM** and click **Contacts**. Then click **Add a Contact**.
2. Enter the contact information and click **Save**. Or click **Save & Add Another Contact**.

City

State

Postal Code  -

Country

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