Create a contact record🔗
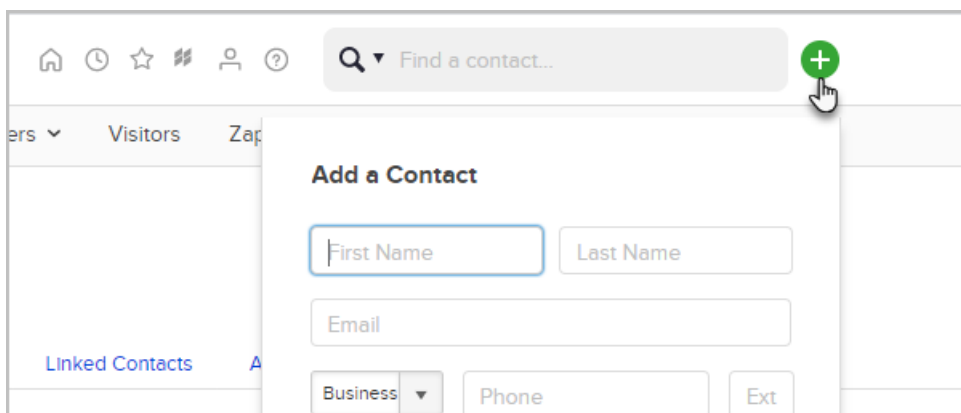
This article applies to:

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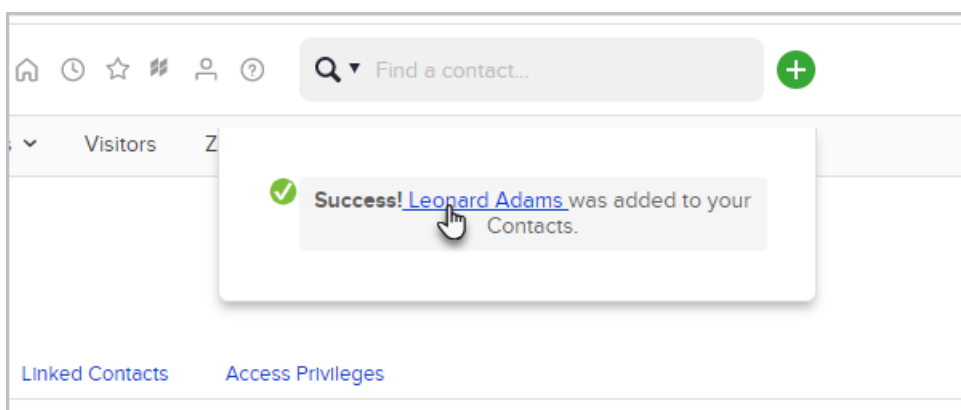
Manually add a new contact to Keap

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.
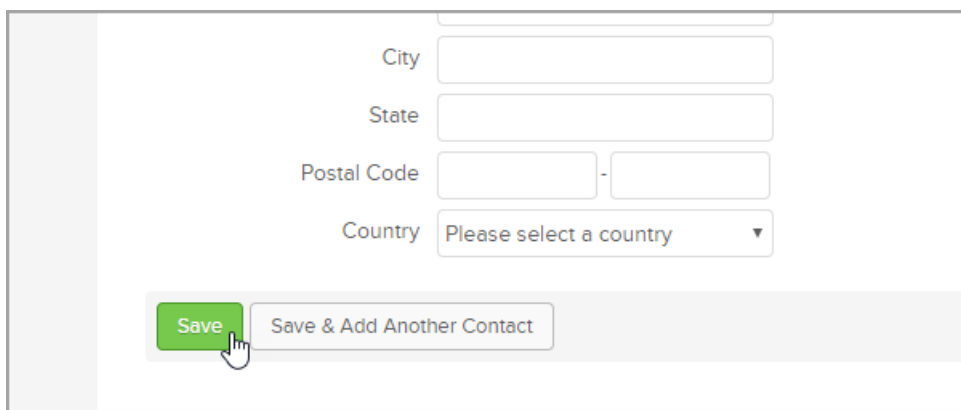

Pro-Tip: The email address is limited to 75 characters when using Quick-Add. If an email address has more than 75 characters, use the **Add a Contact** page shown below

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**.