

# Create a contact record

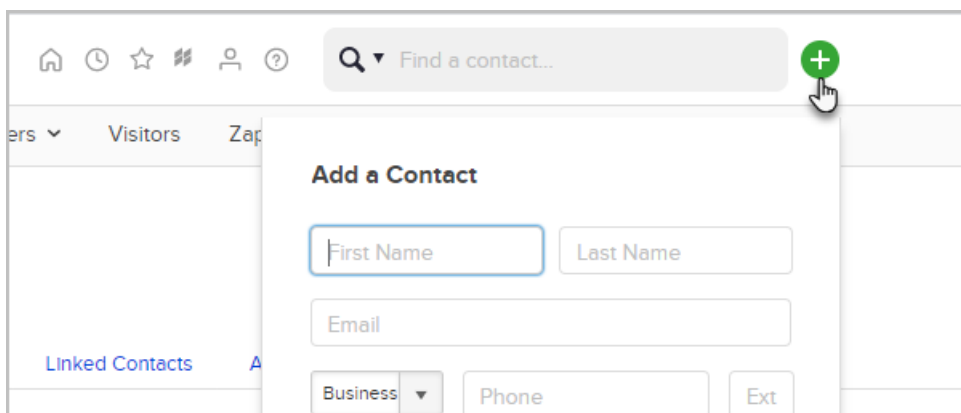
This article applies to:

[Max](#)  
[Max Classic](#)

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

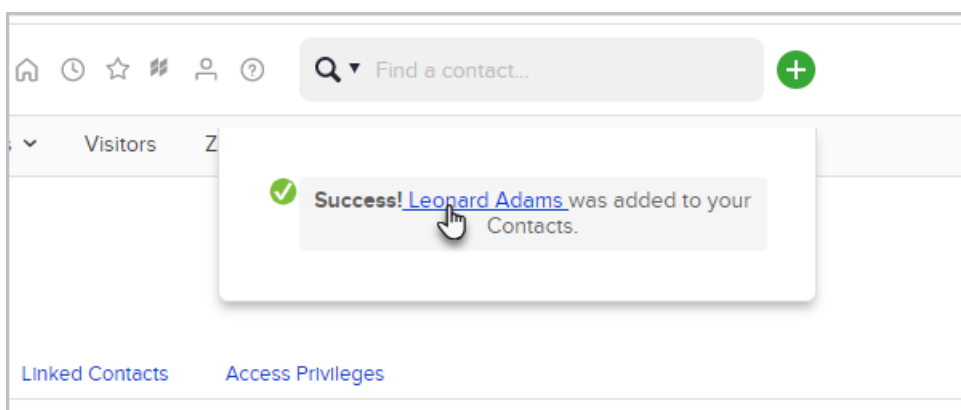
## Manually add a new contact to Keap

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



The screenshot shows the Keap interface with a search bar at the top containing 'Find a contact...'. A green plus icon is highlighted in the top right corner. Below the search bar, the 'Add a Contact' form is displayed. The form includes input fields for 'First Name', 'Last Name', and 'Email'. There are also dropdown menus for 'Business' and 'Phone', and an 'Ext' field. A 'Save' button is visible at the bottom right of the form.

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.

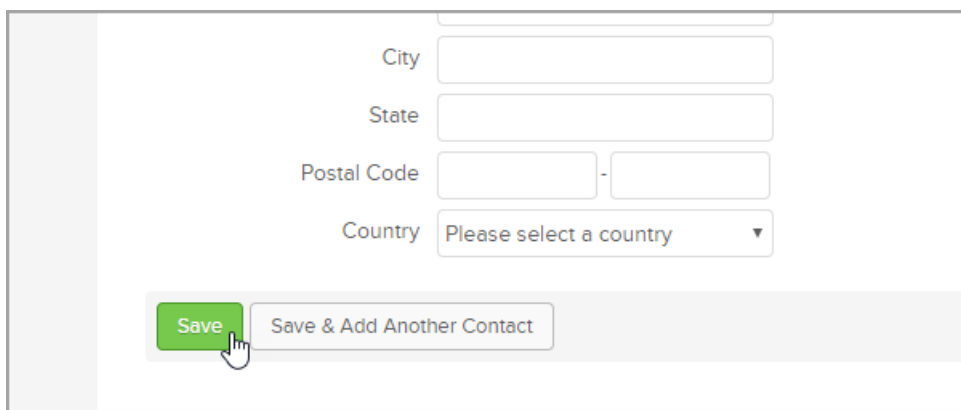


The screenshot shows the Keap interface with a search bar at the top containing 'Find a contact...'. A green plus icon is highlighted in the top right corner. A success message is displayed in a white box with a green checkmark: 'Success! [Leonard Adams](#) was added to your Contacts.' The message is centered on the screen, and a mouse cursor is pointing at the link 'Leonard Adams'. Below the message, the 'Linked Contacts' and 'Access Privileges' links are visible.

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**.



The image shows a contact form with the following fields and buttons:

- City:
- State:
- Postal Code:  -
- Country:
- Buttons:  and

A mouse cursor is pointing at the **Save** button.