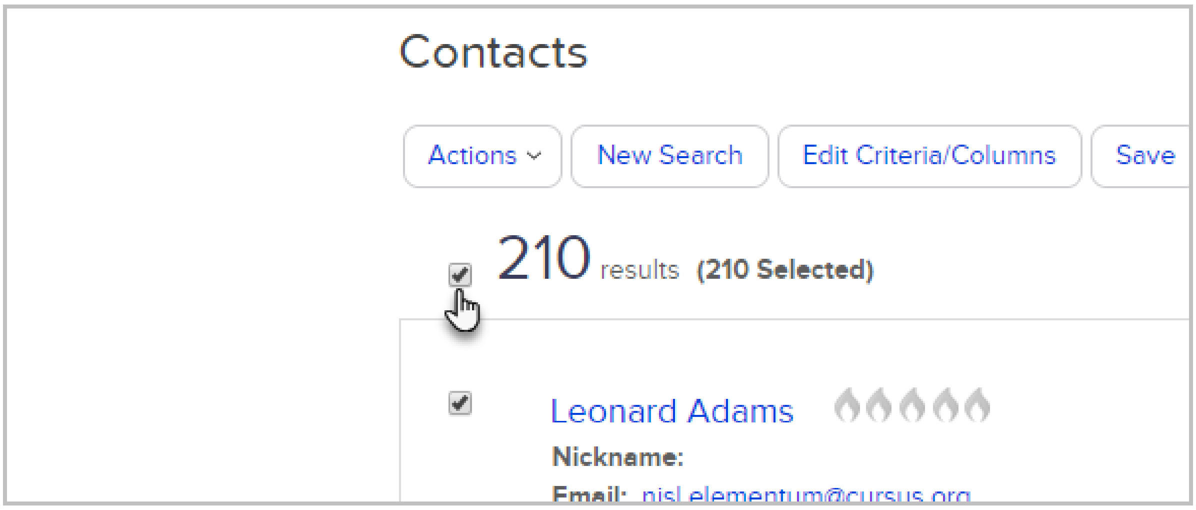
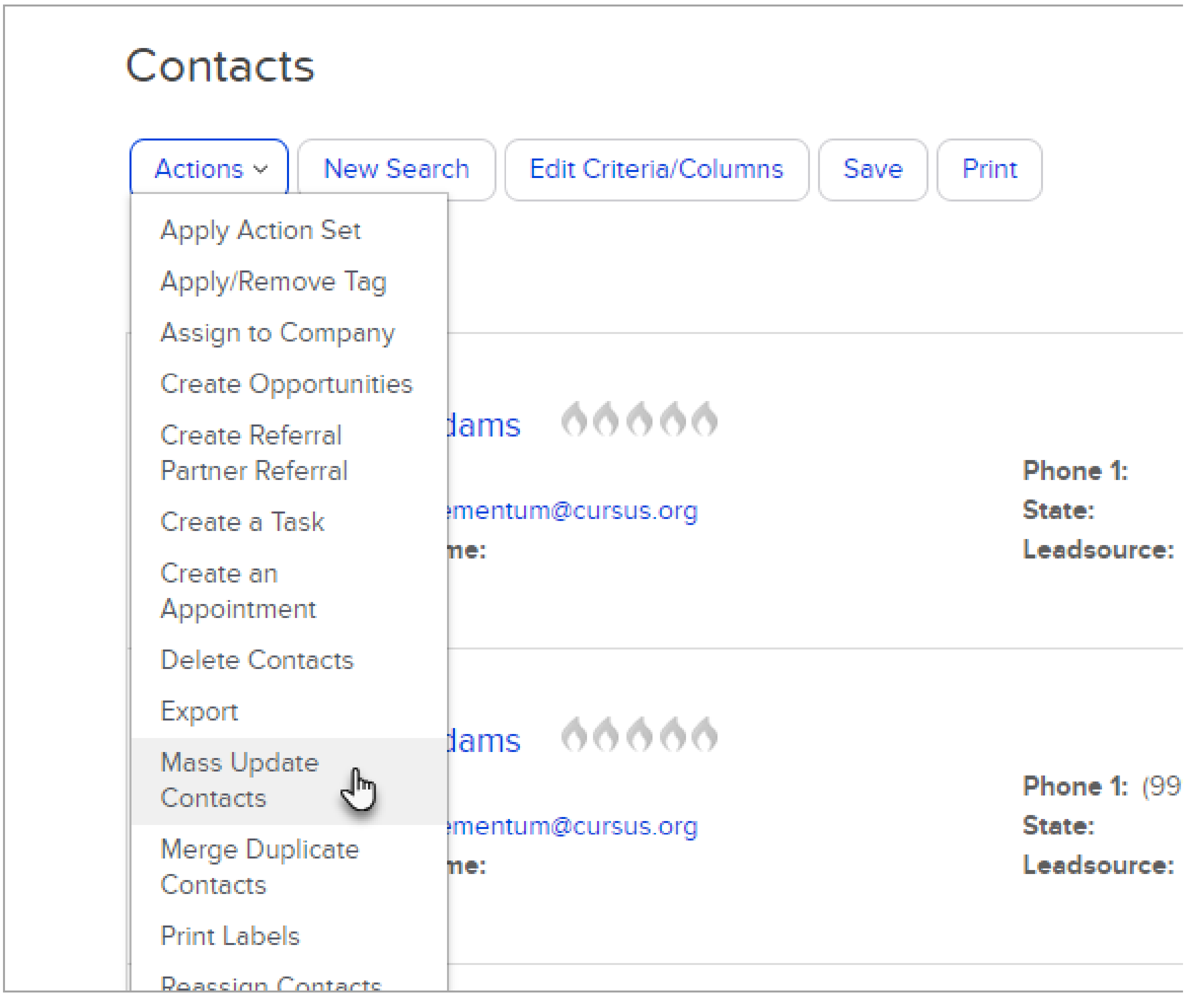
Mass update a specific field for a list of contacts

1. Go to **CRM > Contacts** and search for the contacts you want to update

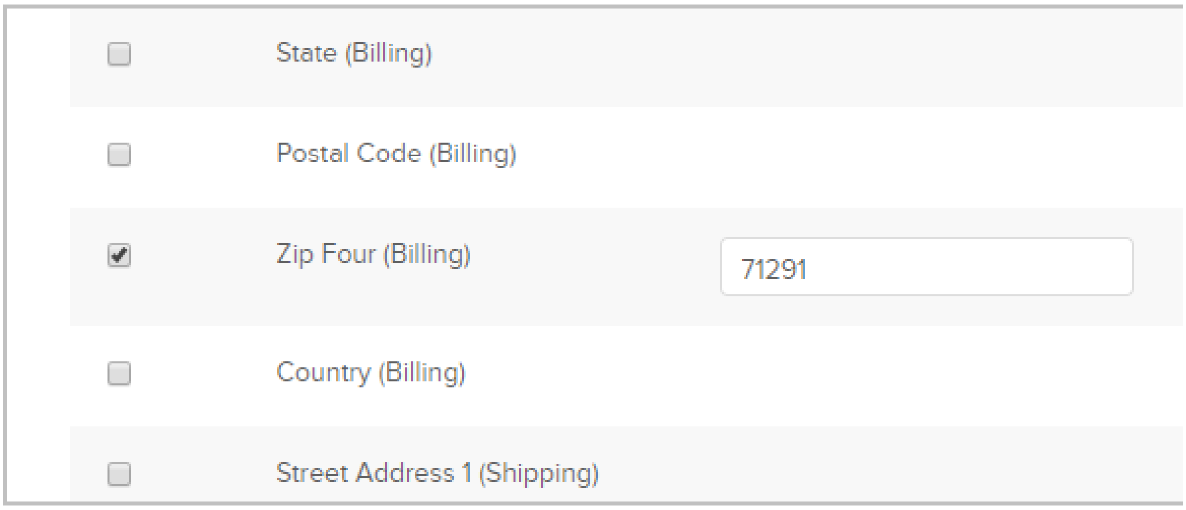
2. Select the desired contacts to be updated, by selecting all, or individually selecting eligible contacts



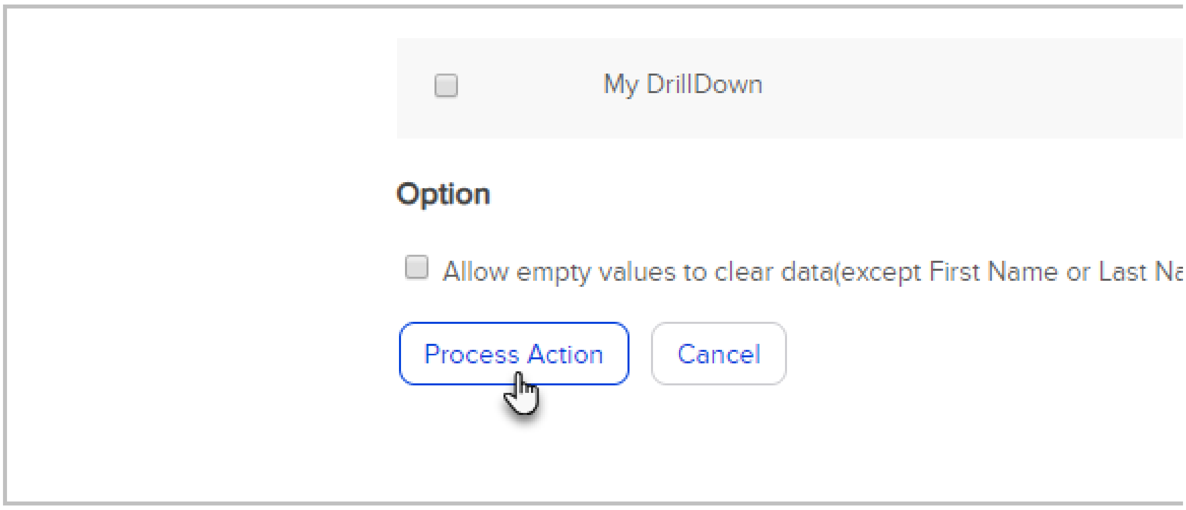
3. Once you have your list, click on the **Actions** button and select **Mass update Contacts** form the drop-down. Note: You will only see this option if your permissions allow



4. Mark the checkbox next to the field(s) you want to update and enter the updated information into the *Value* box.



5. Click on the **Process Action** button to complete the update.



Pro Tip! This same process can be used to update opportunities (CRM > Opportunities) or Referral Partners (CRM > Referral Partners)