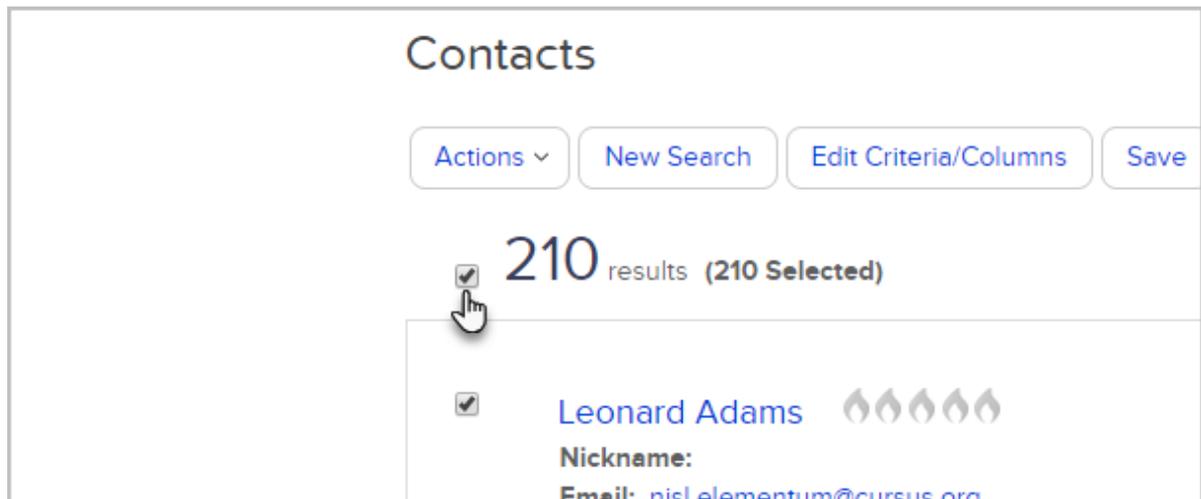


Mass update a specific field for a list of contacts

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** from the drop-down. Note: You will only see this option if your permissions allow

Contacts

- Apply Action Set
- Apply/Remove Tag
- Assign to Company
- Create Opportunities
- Create Referral
- Partner Referral
- Create a Task
- Create an Appointment
- Delete Contacts
- Export
- Mass Update Contacts**
- Merge Duplicate Contacts
- Print Labels
- Reassign Contacts

Name: **Williams**

Email: **mentum@cursus.org**

Phone 1:
State:
Leadsource:

Name: **Williams**

Email: **mentum@cursus.org**

Phone 1: (99
State:
Leadsource:

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

<input type="checkbox"/>	State (Billing)	
<input type="checkbox"/>	Postal Code (Billing)	
<input checked="" type="checkbox"/>	Zip Four (Billing)	<input type="text" value="71291"/>
<input type="checkbox"/>	Country (Billing)	
<input type="checkbox"/>	Street Address 1 (Shipping)	

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

My DrillDown

Option

Allow empty values to clear data(except First Name or Last Name)

[Process Action](#) [Cancel](#)

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