

Apply or remove tags from a contact record

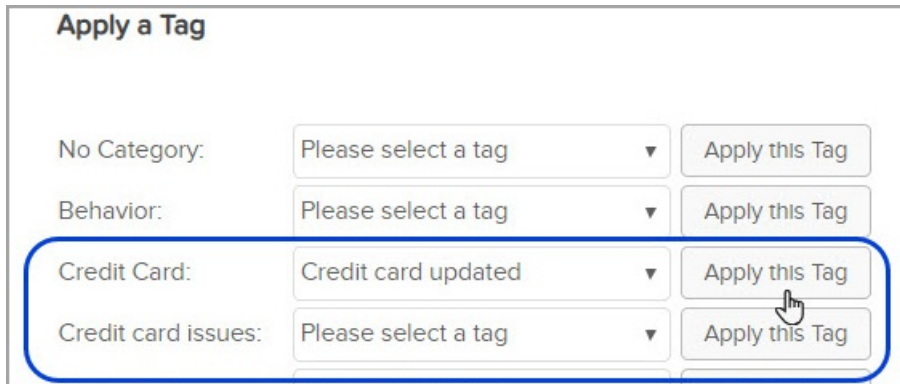
This article applies to:

[Max](#)

[Max Classic](#)

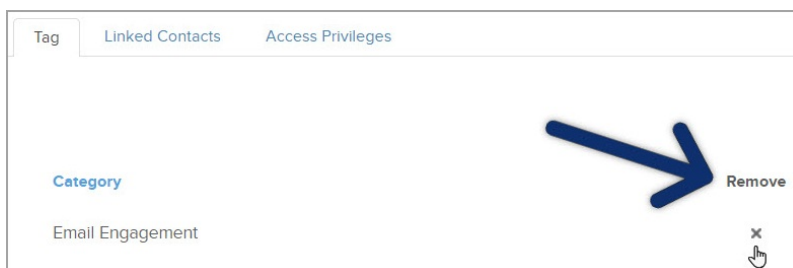
You can apply and remove tags from contact records.


1. While viewing a contact record, click the **Tag** tab.
2. To apply a tag, select a tag from a drop-down and click **Apply this Tag**.



Apply a Tag		
No Category:	Please select a tag ▼	Apply this Tag
Behavior:	Please select a tag ▼	Apply this Tag
Credit Card:	Credit card updated ▼	Apply this Tag
Credit card issues:	Please select a tag ▼	Apply this Tag

3. If you want to create a new tag, click the **Create a new Tag** button (if your user permissions allow.)
4. To remove a tag, click the **x**.



Tag	Linked Contacts	Access Privileges
Category		
Email Engagement		Remove x 

5. Click **Save**.