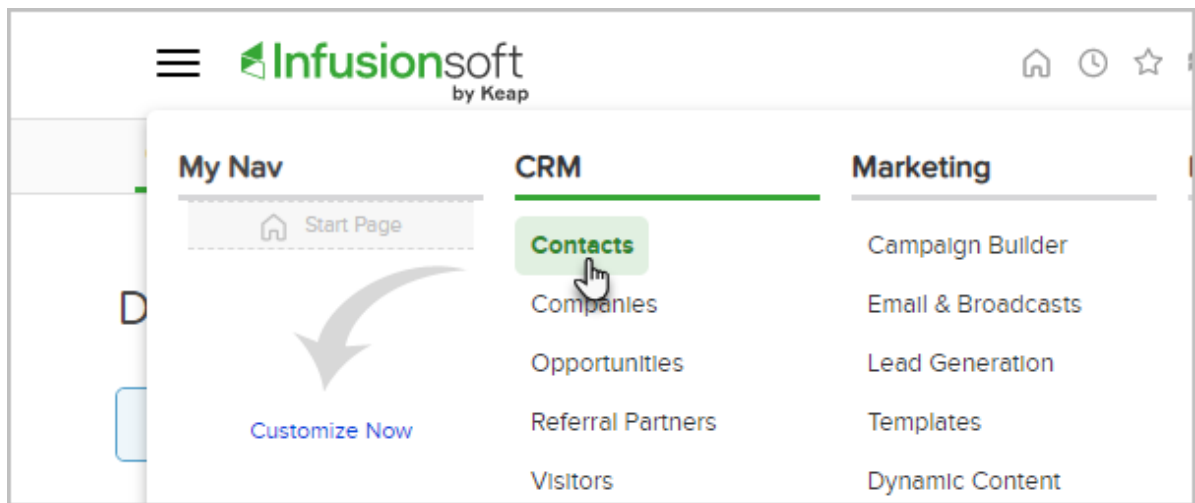


Apply or remove tags from a list of contacts

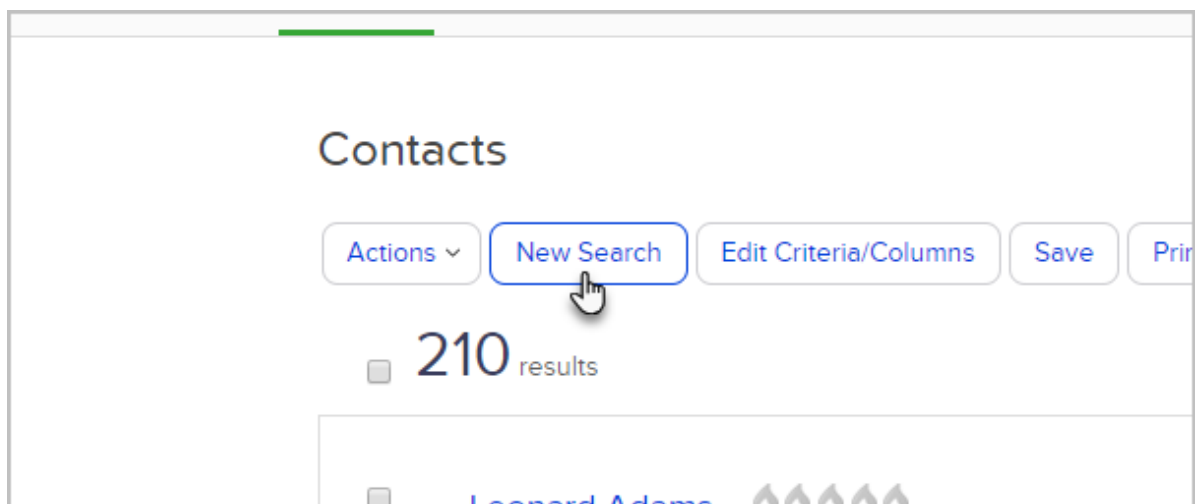
You can apply tags to a list of contacts or remove them from a list of contacts.

Apply or Remove Tags from a list of contacts

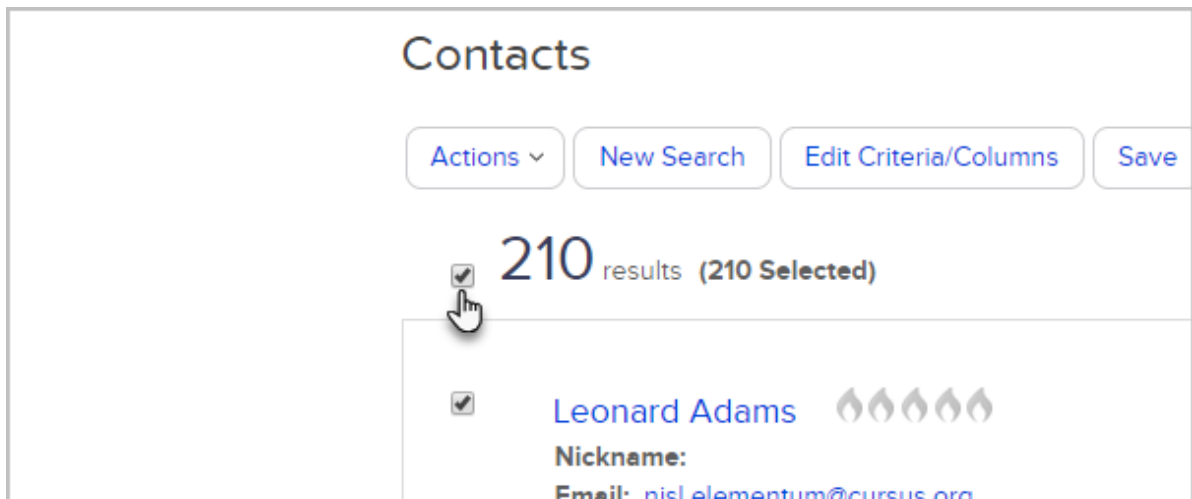
1. Go to CRM > Contacts



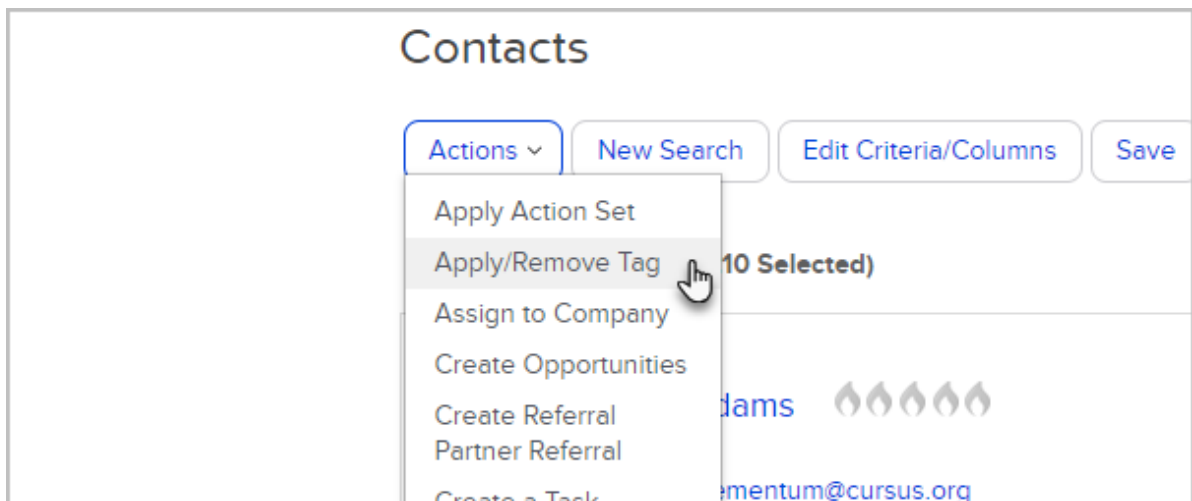
2. click **New Search** or choose a **Saved search** from the drop down options.



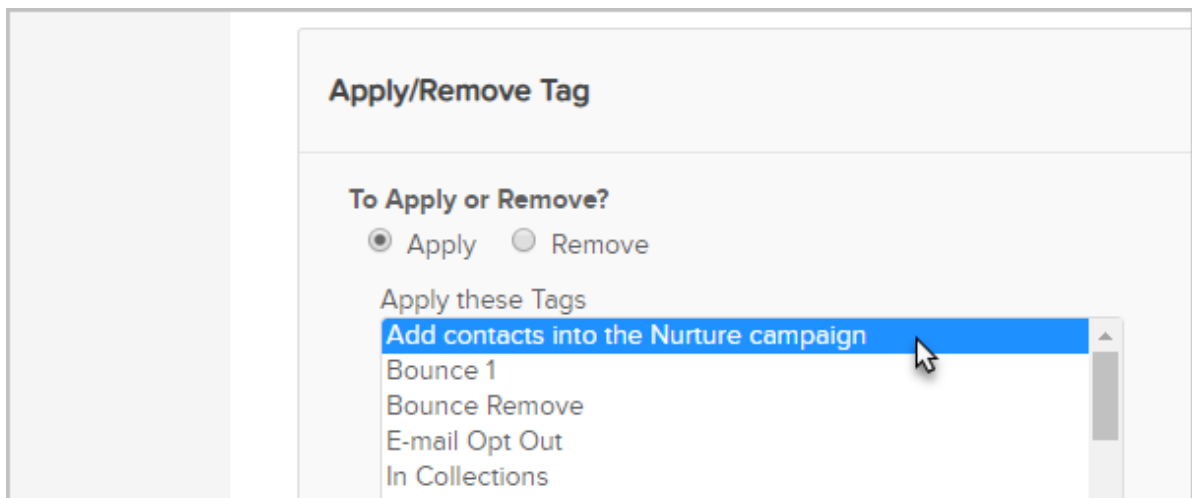
3. Check the box at the top of the results to select all or individually check the contacts that you want to select.



4. Click **Actions** and select **Apply/Remove Tag** from the drop-down.



5. Select **Apply** or **Remove**.

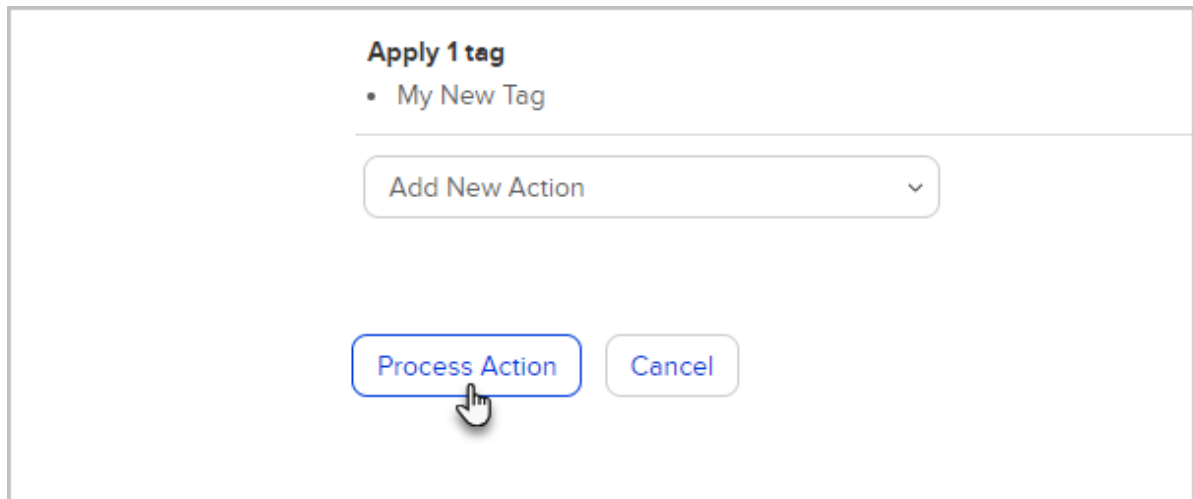


6. Choose the tags using one or more of the following options:

- Click the name of a tag to select it. Hold down the **Ctrl** key (or **Command** key

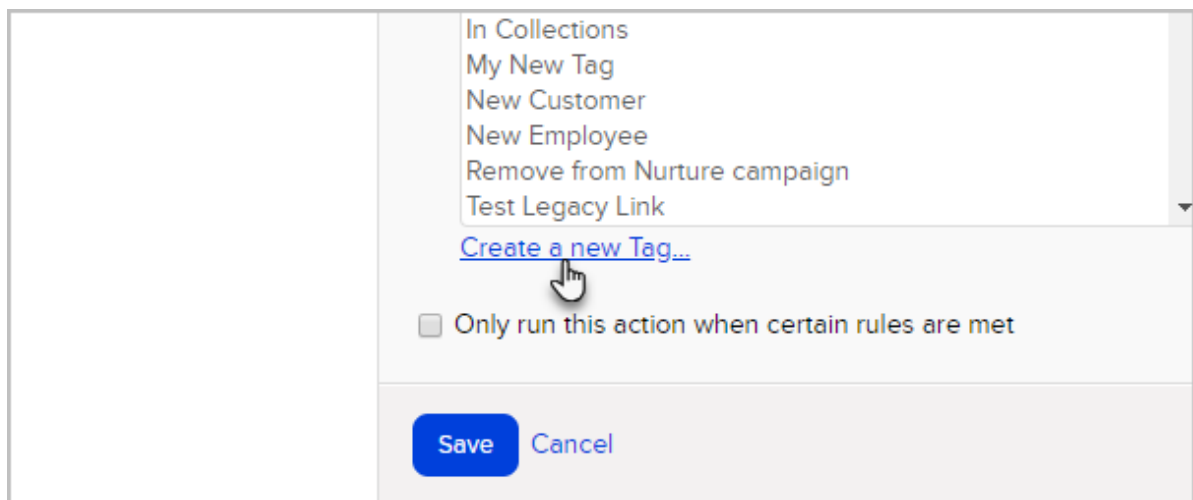
- on a Mac) on your keyboard to select more than one.
- Click **All Tags** to apply or remove all of the tags within a tag category. This works with all of the current tags in that category and all of the tags you add to the category in the future.

7. Click the **Save** button to save the tag, and then click on the **Process Action** button.



Create a tag

1. Click **Create a new Tag**



2. Enter a tag name

Customer -> General

Create a new Tag

Tag Name: My Custom Tag Name

Category: Prospect

(Other)

Create this Tag or Cancel

Only run this action when certain rules are met

3. Select an existing category from the drop-down or enter a new category in the (Other) field.
4. Click **Create this Tag**
5. When you create a new tag, it will clear any tags you previously selected. You will need to select them again. Click **Save**.
6. Click **Process Action**

Apply 1 tag

- My New Tag

Add New Action

Process Action Cancel