Add and remove tags from a list of contacts

1. From the left navigation click **Contacts**.
2. From the Contacts page select all or filter to find the contacts you want to edit.
3. Once you have selected the contacts to edit, click **Add or remove tags** at the bottom of the screen.

4. Choose the tag you want to **add** or **remove**.

5. Click either **Apply** or **Remove**.

6. In the bottom left you will see an action confirmation.