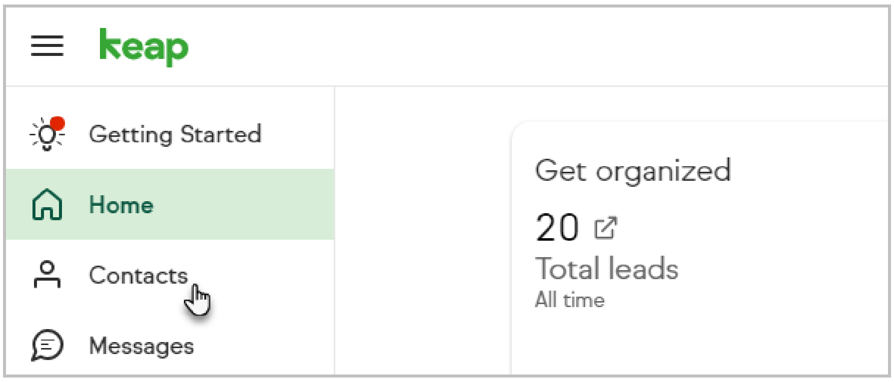
Contacts Tab

This article applies to:

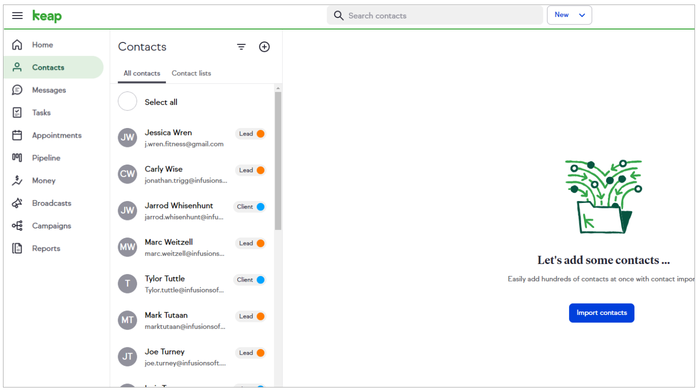
Overview

The **Contacts** tab is where you manage your total list of contacts in your Keap application. You can filter your contacts and create custom lists of contacts based on commonalities in field data and tags,

1. Click **Contacts** from the left hand navigation menu

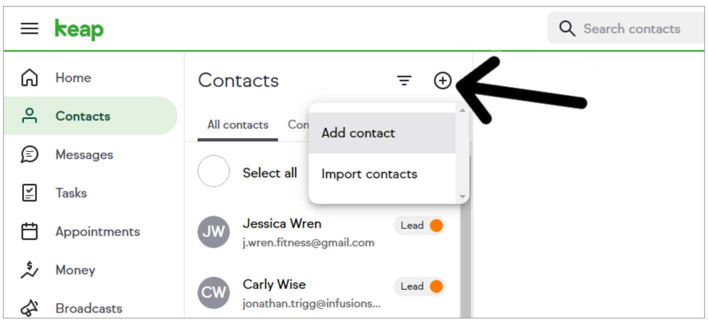


2. The Contact section of your Keap application opens. Your total list of contacts displays in the column on the left

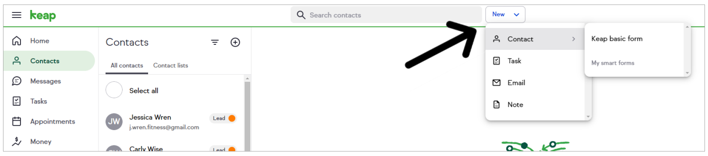


Add Contacts

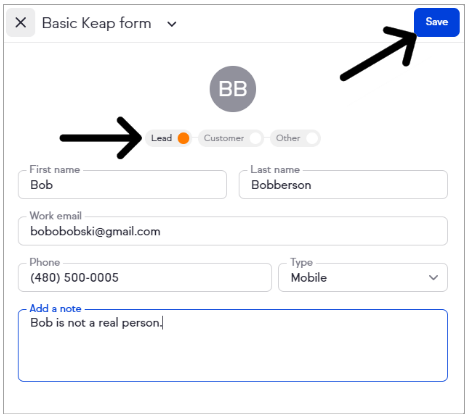
1. Click the **Add** icon and click **Add contact** to add a new contact



2. Click the **New** button (Global actions button) on the top navigation bar and click **Contacts** to add a new contact.

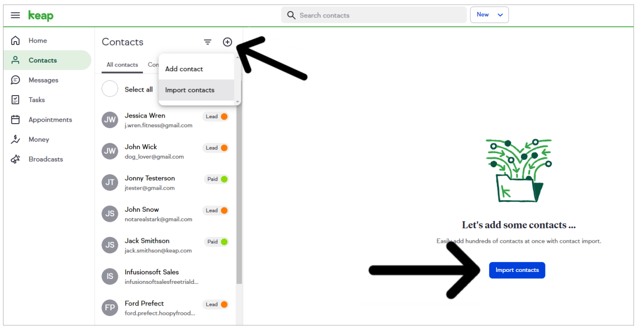


3. Fill in the form fields, select a contact type (**Lead**, **Customer**, **Other**), and click Save.

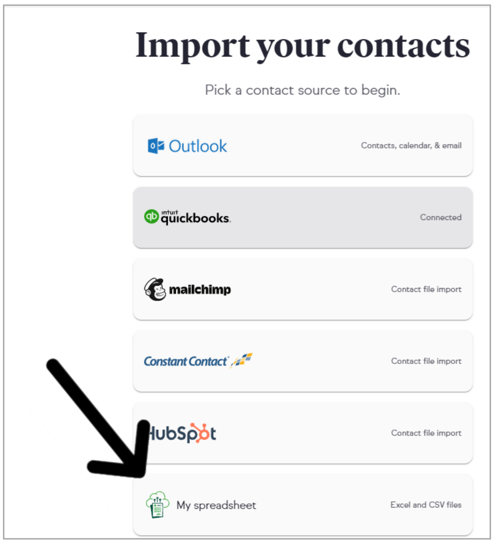


Import Contacts

1. To import contacts from the Contacts tab, click the **Add** icon in the **Contacts** column and select **Import contacts** OR click the **Import Contacts button** in the middle of the page.



2. If you are importing from **Outlook, QuickBooks, Mailchimp, Constant Contact, or Hubspot**, Click the appropriate name tab and follow the steps. If you are importing an **Excel** or **.CSV** file, click **My spreadsheet**.

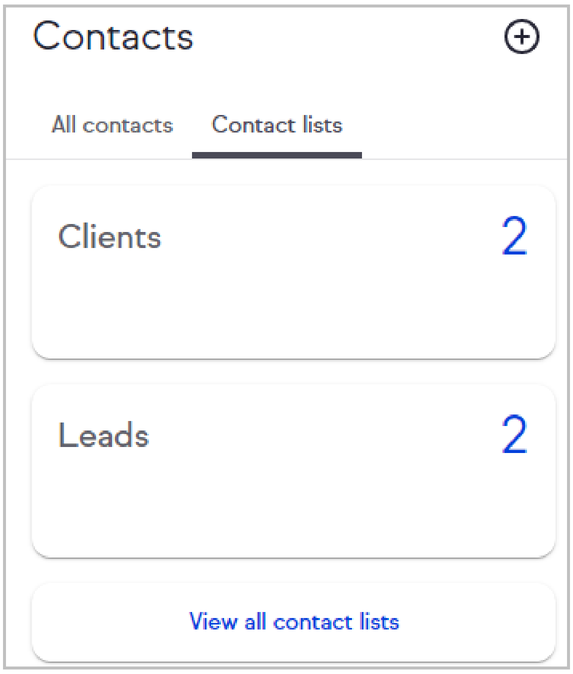


Open a Contact Record

Click on a contact record in the left hand column to view that contact record.

Contact Lists

Each Keap application comes default contact lists and includes the ability to create custom lists. The Clients list collects all of your contacts who you have identified with the Client type and the Leads list collects all of your contacts who you have identified with the Lead type.

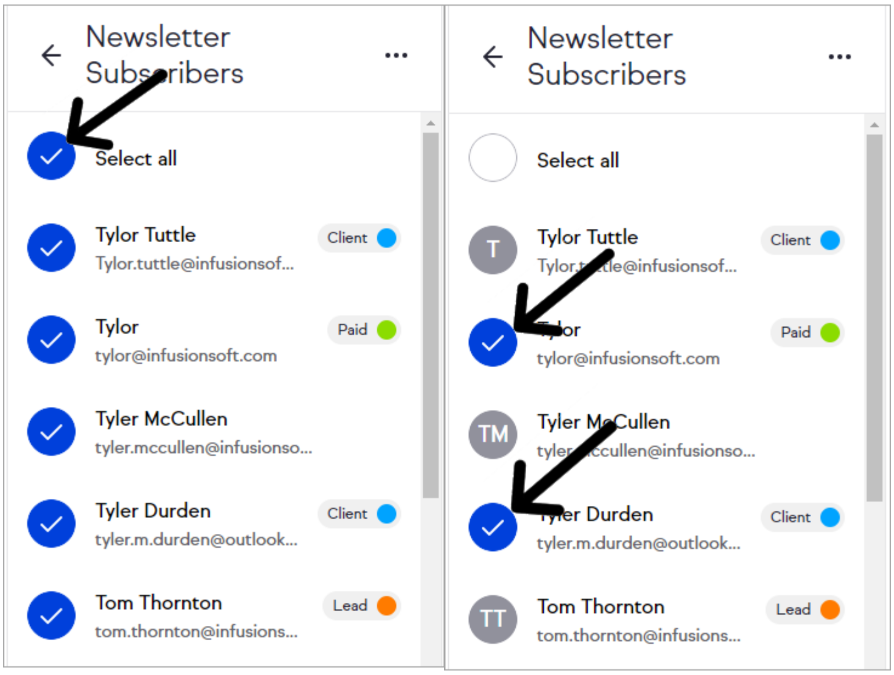


Filter Contacts & Create Lists

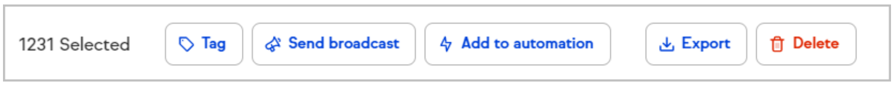
To learn how to filter your contacts and create custom contact lists, refer to this article.

Mass Actions for Contact List

1. Click the **Select all** to select every contact on the list for a mass action **OR** click the contact icon to the right of individual contacts to select for a mass action.

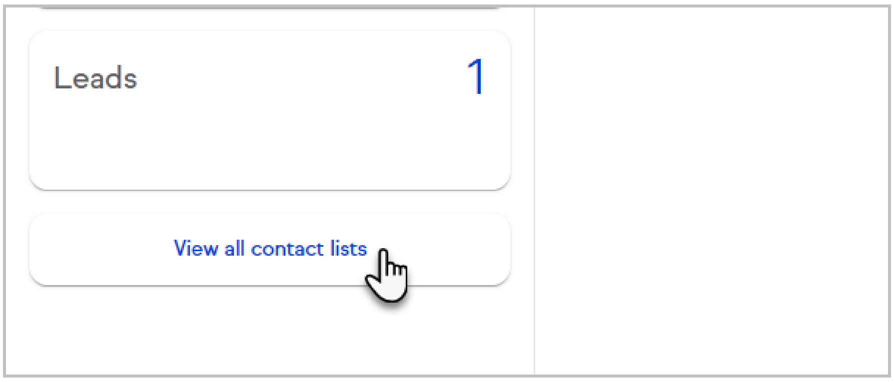


2. Mass actions for your contact list are at the bottom of the page and include: **Tag**, **Send broadcast**, **Add to automation**, **Export**, and **Delete**.



Hide or Show a Contact List

1. Click **View all contact lists**



2. Click **Toggle list visibility**