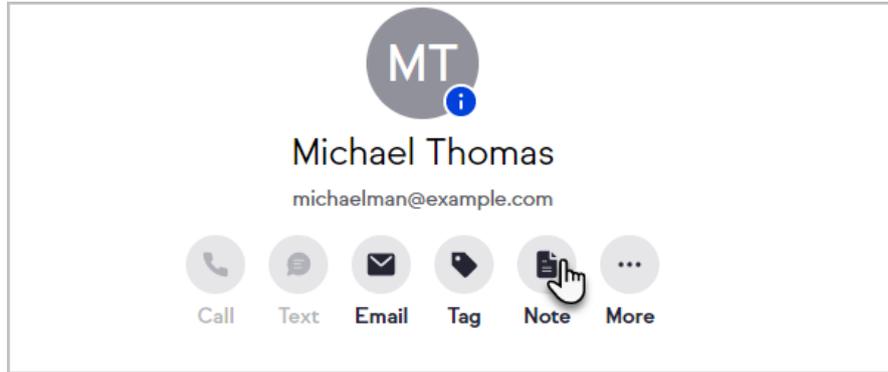


# Add a Note to a Contact

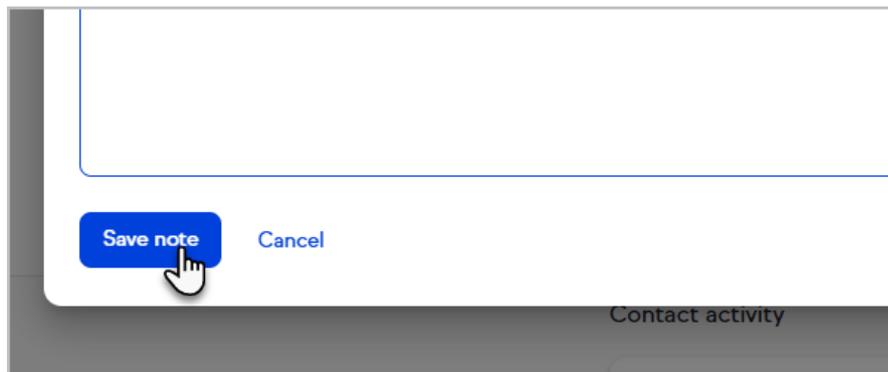
This article applies to:

Adding a note to a contact record is a helpful way to remember an important detail about the person. Notes automatically include a date and time when you save them.

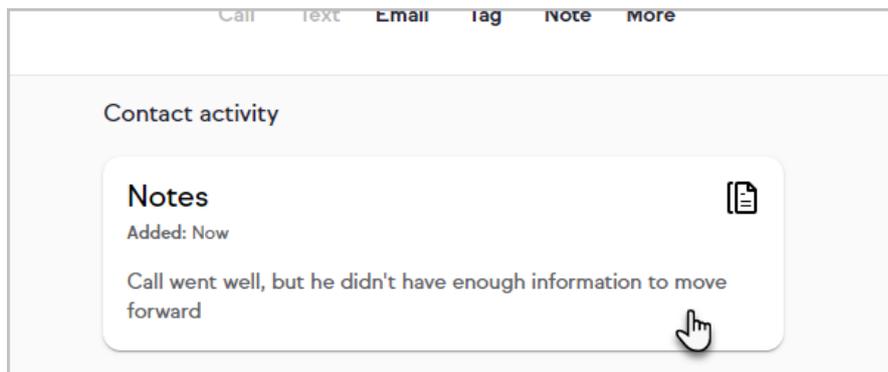
1. Find your contact and click on the **Note** button



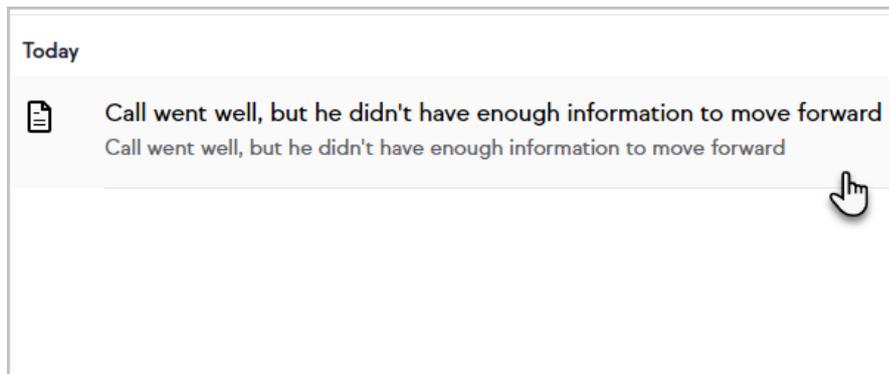
2. Enter your note and click the **Save** button.



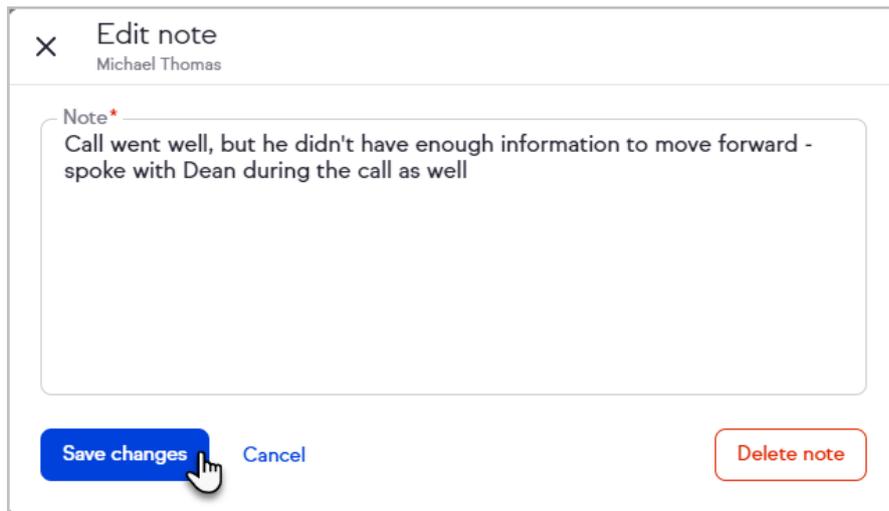
3. You can edit or delete your notes later by clicking the to the **Notes** card



4. Then click the note



5. You can now edit and **Save changes** to the note or **Delete it**



6. If you click outside of the note window, Keap will ask if you want to leave without saving your changes

