Companies list

This article applies to:

Now you can organize your contacts by company, making it easier to view and interact with them. See all of your companies in one simplified view, complete with a search bar for quick access.

Access your Companies list

1. Navigate to your Contacts

![Keap app interface](image1)

2. Click the Companies tab

![Keap app interface](image2)

3. Keap will display a list of your companies

![Keap app interface](image3)
View the contacts associated with a company

1. Access your Companies list
2. Select a company to see a list of the associated contacts

3. Select a contact to view their contact record

Add contacts to a company

In addition to managing contacts with the Companies list, contacts can be added to a company by modifying the Company field on the contact record.

1. Access your Companies list
2. Select a company
3. Click the + button or the Add a contact button

4. Select an existing contact to add to the company or create a new contact
   Note: You can select one of your internal forms while adding contacts by clicking the Add contacts to this company header

5. Click Add contacts

Take action on multiple contacts at a company

Use your Companies list to take an action on all or some contacts at a company. You can add or remove tags to contacts, send them a broadcast, export their details, add them to an automation or delete the contacts.

1. Access your Companies list
2. View the contacts associated with a company
3. Click Select all
or click the avatar for each contact you want to take action on

4. Select and complete the desired action

2 Selected  Add or remove tags  Send a broadcast  Export  Add to a campaign  Delete