## Delete contacts»

This article applies to:

## Delete individual contacts

1. Navigate to a contact record

AB	Aaron Burr Added Mar 12, 2020	
AW	Al Westbrook alw@infusionhole.com Added Jul 20, 2020	Client 🔵
BM	Bart McBart bartmcb@infusionhole.c Added Dec 16, 2020	Lead 🛑

2. Click Edit

Contact Info Arden Caldwell	Edit
General	$\bigcirc$
First name Arden	
Last name Caldwell	

3. At the bottom of the page, click Delete contact

+ Add custom field	•
Advanced	
<b>Delete this contact</b> Warning: This action can't be undone.	Delete contact

4. Click Delete to confirm



## Delete contacts in bulk

Follow these steps to delete multiple contacts at once.

1. Click each contact's avatar

People Companies	$\bigcirc$	Select all			•
Groups	0	Arden Caldwell nec@massarutrum.com		Add to	
Related shortcuts		Added Feb 1, 2022	$\mathbb{P}$		
Tags		Ocean Reilly	-	Add to	
Custom fields		et@aliquamfringilla.ca Added Feb 1, 2022			

2. Ensure you have selected only the contacts you want to delete by checking the amount of selected contacts

JA	Joan Adams mauris@mollisduis.org Added Feb 1, 2022	Add to	
	2 Selected	♥ Tag	<mark>ညှ Contact type</mark>

3. Click Delete

Add to automation	L Export	Delete		

4. Confirm that you would like the delete the contact(s)



5. The contact will be permanently deleted from Keap.