Reassign contacts in bulk 🔗

This article applies to:

Please note that the method described below is considered a "work-around" as currently, there is no other way to accomplish this directly.

1. Click on **Reports** in the left-hand menu
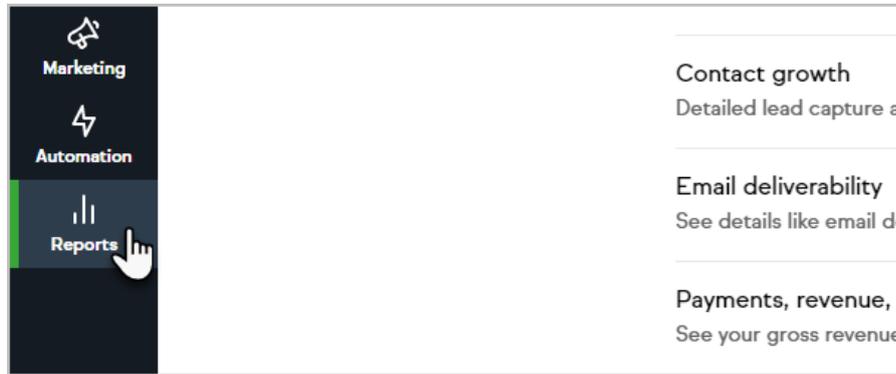
2. Click on the **Email engagement tracker** report
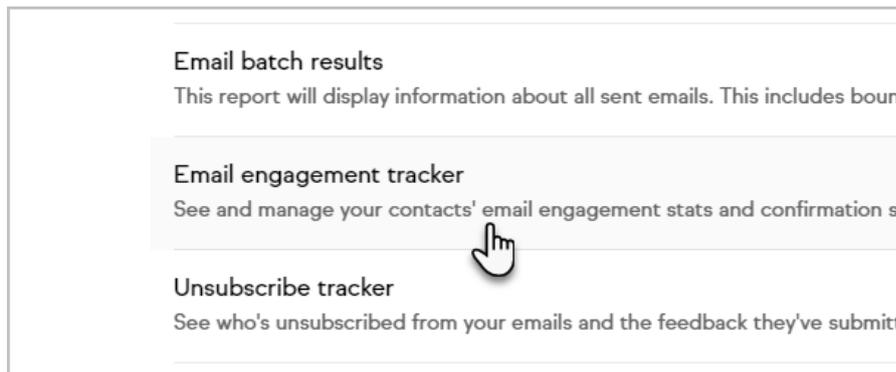
3. From here, you can select the contacts that you would like to reassign by checking the boxes next to their name
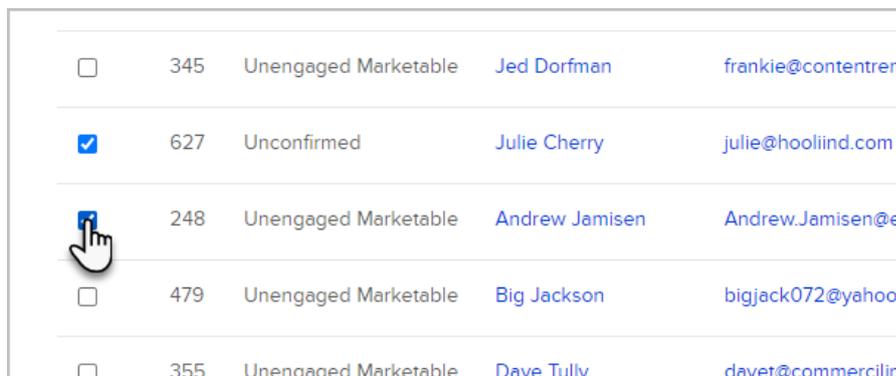
4. Now, click the **Actions** button and choose, **Reassign contacts (batch)**

Email Status Search

Actions ⌄   New Search   Edit Criteria/Columns   Save   Print

🔍 reassign

Reassign Contacts (Batch)

Name   Matching Email

☐   9538   Unengaged Marketable   Val Towery   val@infusionhole.

5. Choose the owner you would like to assign these contacts to from the drop-down

Reassign Contacts (Batch)

Your search returned **2 results**. This action will re-assign contacts to a new user.

Reassign to: Jonathan Morrow   ⌄

Also Reassign All Leads   Please select a new user:
                           Jack Smithson
                           Jonathan Morrow
Process Action   Martin Cash
                           Michael Indrelunas
                           Phillip Michieli
                           Service Design
                           Stacy Fabian, at Keap

6. Click **Process Action**

Reassign to: Jonathan Morrow   ⌄
Also Reassign All Leads ☐

Process Action   Cancel

7. Wait a few seconds and the page will update, letting you know the process is complete