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

   ![Reports menu]

2. Click on the Email engagement tracker report

   ![Email engagement tracker]

3. From here, you can select the contacts that you would like to reassign by checking the boxes next to their name

   ![Contact selection]

4. Now, click the Actions button and choose, Reassign contacts (batch)
5. Choose the owner you would like to assign these contacts to from the drop-down

6. Click **Process Action**

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