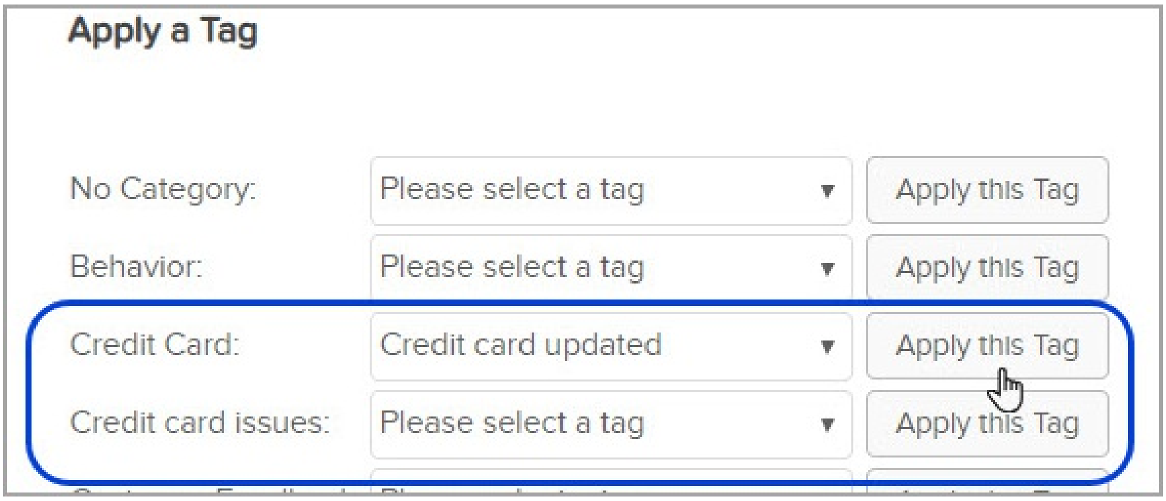
Apply or remove tags from a contact record

You can apply and remove tags from contact records.

1. While viewing a contact record, click the **Tag** tab.
2. To apply a tag, select a tag from a drop-down and click **Apply this Tag.**



3. If you want to create a new tag, click the **Create a new Tag** button (if your user permissions allow).
4. To remove a tag, click the **x.**

5. Click **Save.**