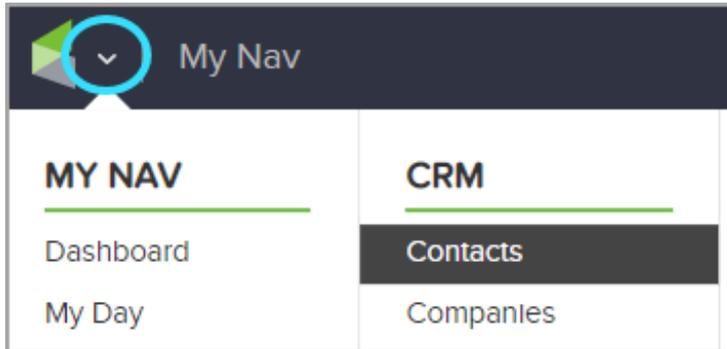


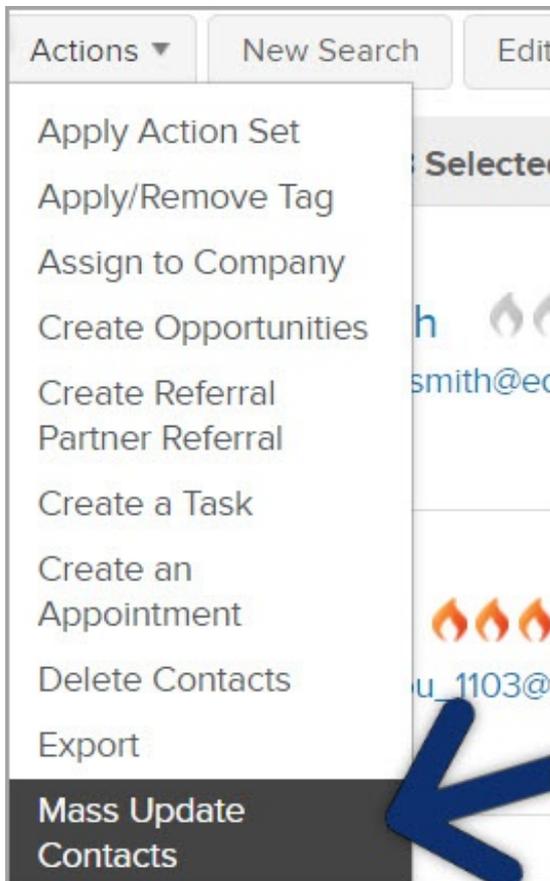
Mass update a list of contacts

With Infusionsoft by Keap you can mass update a field for a list of contacts. This works well when you need to add a common field to all contacts on a list; e.g., all contacts need the same country or lead source id.

1. Navigate to **CRM > Contacts** and search for the contacts you want to update.



2. Select the contacts to update by selecting all or individually selecting eligible contacts.
3. Once you have your list, click **Actions** and select **Mass update Contacts** from the drop-down. Note: You will only see this option if your permissions allow.



4. The contact fields are divided under their header type. Mark the checkbox under *Value* box.
5. Click **Process Action** to complete the update.

Pro Tip! Use this same process to update opportunities (CRM > Opportunities) or Referral Partners (CRM > Referral Partners).
