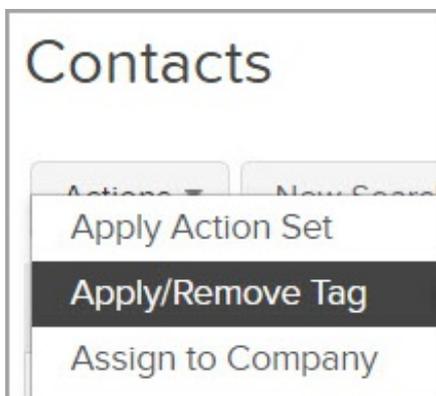


Apply or remove tags from a list of contacts

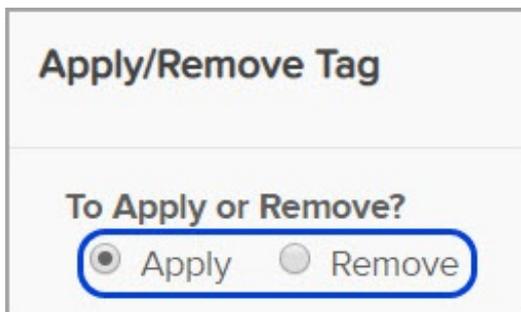
You can apply tags to a list of contacts or remove them from a list of contacts.

Apply or Remove Tags from a list of contacts

1. Go to **CRM > Contacts** and click **New Search** or choose a **Saved search** from the drop down options.
2. Check the box at the top of the results to select all or individually check the contacts that you want to select.
3. Click **Actions** and select **Apply/Remove Tag** from the drop-down.



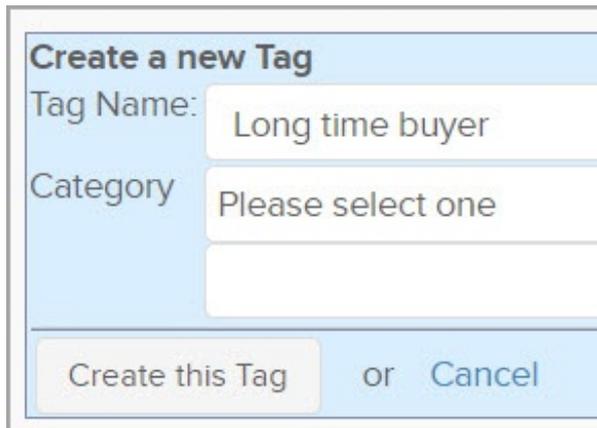
4. Select **Apply** or **Remove**.



5. Choose the tags using one or more of the following options:
 - Click the name of a tag to select it. Hold down the **Ctrl** key (or **Command** key on a Mac) on your keyboard to select more than one.
 - Click **All Tags** to apply or remove all of the tags within a tag category. This works with all of the current tags in that category and all of the tags you add to the category in the future.
6. Click the **Save** button to save the tag, and then click on the **Process Action** button.

Create a tag

1. Click **Create a new Tag**.
2. Enter a tag name.



Create a new Tag

Tag Name: Long time buyer

Category: Please select one

Create this Tag or Cancel

3. Select an existing category from the drop-down or enter a new category in the (Other) field.
 4. Click **Create this Tag**.
 5. When you create a new tag, it will clear any tags you previously selected. You will need to select them again. Click **Save**.
 6. Click **Process Action**.
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