

Manage a contact list

Once you have created your [contact list](#), you may need to manage or edit the contact list members. You can perform actions such as updating, deleting, and exporting lists from within the Contact Management page. You can access this page by clicking on the name of your contact list.

[+ Create Sample](#) [+ Create Contact List](#)

All Folders Filter By: All ▾

	Members	Type	
Airline January 2016 List <small>Last Modified: Mar 8, 2016 5:25 PM</small>	7	Mailing List	▾
CSAT Contact List <small>Last Modified: Mar 9, 2016 4:19 PM</small>	5	Mailing List	▾
Free Wardrobe Applicants <small>Last Modified: Mar 8, 2016 5:31 PM</small>	10	Mailing List	▾

Clicking on the name of your contact list brings you to your Contact Management page.

[+ Add Contacts](#) [List Options](#)

Add Filter ▾

✔ Apply Filter

With 1 Selected Item ▾

<input type="checkbox"/>	Opted In	First Name	Last Name	Email
<input checked="" type="checkbox"/>	✔	Angelina	Jolie	ajolie@email.com
<input type="checkbox"/>	✔	Brad	Pitt	bpitt@email.com
<input type="checkbox"/>	✔	Ben	Affleck	baffleck@email.com
<input type="checkbox"/>	✔	Jennifer	Garner	jgarner@email.com

✔ **Angelina Jolie**
[Edit](#) [View History](#)

Email: **ajolie@email.com**
Language: **English**

Age: **37**
Gender: **Female**
ID: **344876**

Click on these following links to find answers for:

- [List options](#)
- [Contact information](#)
- [Updating multiple contacts](#)
- [Adding new contacts](#)
- [Consolidating duplicates](#)
- [Unsubscribing contacts](#)
- [Deleting contacts](#)