

Adding a tag to a contact record is a great way to organize your contacts. When importing a new list of contacts, it is possible you'll want to include one or multiple tags for all or some of the contacts in the list. Below we'll show you the two ways you can add a tag (or multiple) to a new contact list import.

Option 1: This option is recommended if you have multiple and/or different tags to apply to the contacts in the list being imported.

- In the .csv file, have a column titled "Tags" and include as many tags as you'd like, with each separated by a comma. These tags will be created and applied to the associated contact records during the import.

First Name	Last Name	Email	Tag
Melanie	Test	test@testeremail.com	Test1
Eric	Test	test2@testeremail.com	Test1, TestTag
Jeffrey	Test	test3@testeremail.com	Test1
Kathleen	Test	test4@testeremail.com	Test1, TestTag

- In this example, "Test1" would be applied to all 4 contacts during the import. The second tag, "TestTag", would be added to just 2 contacts.

Option 2: This option is recommended if you want to add one or more tags to the entire list.

- You may add a new tag to the entire list being uploaded in Step 3, "Details," when importing contacts.

Upload Map **3 Details**

A few final details

Import Name
9_MAR_2022_6_46_AM

☐ Create a list of contacts from the import

[Advanced >](#)

What do you want to do with contact/s in the .csv file?

☒ Add New and Update Existing Contact Records ☐ Add New Contact Records ☐ Update Existing Contact Records

Find Existing Contacts Based on (Primary)

Email [+ Add Second Preference?](#)

☒ Don't update empty values for existing records

Tags

thisisatest X Add Tags

Add To Workflow/Campaign ☐

Cancel

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Submit

- In this example, "ThisIsATest" would be added to all contacts in the list being imported.
- You may include one or multiple tags. You may use existing tags or create new ones right here in the import section.