



How to Edit Contacts and Email Addresses

To edit the contacts in your lists and add additional information to your contacts:

- ➔ Click on the “Manage Contacts” tab near the top of the EasyContact application screen or from the EasyContact Main Menu screen, select the “Add & Manage” link under the “Contacts” heading in the grey box to the right. Then choose **Find/Edit Contacts** from the list on the left.
- ➔ In the “Find Contacts” box, locate contacts using the following fields and drop-down boxes.
 - ➔ **Search** by Name, Email, Company, Address, Phone, City/Town, State/Province, Country
 - ➔ **With Status** All (default), Active (contacts who receive your emails), Blocked (contacts who have opted not to receive your emails) or Pending (contacts to whom you sent an opt-in email who haven’t yet opted in).
 - ➔ **That** Contains (default) or Exact (this means an exact character for character match).
 - ➔ Type in what you want to search in the blank box (such as an email address like robert@gmail.com if you chose Email in the first Search by box)
 - ➔ **In** All lists (default searches all your lists) or you can select a specific list from the drop-down box
- ➔ The results of your search will be displayed in “Search Results” box that appears below the “Find Contacts” box after you click **Search**.
- ➔ Find the contact you wish to edit. You can:
 - ➔ Delete the contact by clicking on the “Delete” icon in the far-right column, and then click the **Apply** button. (Or undo by clicking **Cancel**).
 - ➔ Edit the contact by clicking on the contact. You will be taken to an “Edit Contact” screen where you can:

- Add or modify contact address, phone number or company name.
- Change the lists the contact is assigned to
- Add the contact to a list by clicking on the box to the left of the list (checkmark will be displayed)
- Remove the contact from a list by clicking on the checkmark in the box to left of the list (box will then be empty)
- Send an opt-in email to the contact by clicking on “Send Opt-In Email” (you may send up to 3 opt-in emails)

→ When done making changes to the contact, click on **Apply** to save your changes.

Note: You can change anything but the email address. If the email address is incorrect, you need to delete the contact and then re-add the contact with correct email address.