Adding a contact to multiple lists

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If you want to add a contact to multiple lists, follow these steps:

1. On the main **Contacts** page, navigate to the rightmost part of the selected contact you wish to add to multiple lists and click on the **arrow symbol (>)** to open the **Contact Details** page, as illustrated in the image below.



2. Find the **'Lists'** section on the **Contact Details** page, and click the **'+ADD'** button. This will allow you to add the contact to the selected list. Similarly, to add this contact to another list, click the **'+ADD'** button again, and select another list. as shown in the image below.



 If you want to remove a contact from a particular list, you can not do it directly on the **Contact Details** page. Here are two ways to do it:

- Delete the contact entirely from the main **Contacts** page, but remember, this will also remove the contact from all the lists to which the contact was added.
- Delete the specific list from which you want to remove the contact. Deleting the list will not affect the contact's existence in other lists.